



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6155

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CATEGORY: **Students, Absences and Excuses**

EFFECTIVE: **1-29-62**

SUBJECT: **Leaving School Grounds, Elementary K-6**

REVISED: **7-1-09**

A. PURPOSE AND SCOPE

1. To outline administrative procedures to be followed when a student leaves school grounds during the school day.
2. **Related Procedures:**

Injury/illness emergencies, students	EP 07
Field trips, domestic single-day	4585
Juvenile arrests/interviews/removal from school	5060
Illness and minor injuries	6371
Suspensions	6290
Leaving schools grounds, Secondary 6-12	6156
Attendance accounting, K-12	6166

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-3500; California Code of Regulations, Title 5, Section 303.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Chief Elementary School Improvement Office.
2. **Regulation.** A student must not be permitted to leave the school grounds before dismissal without approval of his/her parent or guardian and approval of principal or designee. If parent/guardian cannot be reached, the School Improvement Officer must be notified *prior* to releasing the student.
3. **Early Release From School.** Early release of students for music lessons, dancing lessons, reading clinics, and similar programs conducted by nondistrict agencies and private schools is prohibited. Parents should be encouraged to supplement the regular instructional program *provided it does not interfere with the regular instructional day*. (Release of students for religious activity is covered in Procedure 6165.)

D. IMPLEMENTATION**1. Medical/Dental Appointment or on Personal Business During School Day**

- a. When parent/guardian *telephones* to request a child be sent home:
 - (1) Parent/guardian calls school office to request child's release.
 - (2) Principal or designee verifies telephone request for student's release by calling home telephone number indicated on student's enrollment form.
 - (3) Secretary or designee prepares "Permit to Leave Grounds During School Hours" in triplicate; obtains signature of principal or designee; distributes copies as indicated on form. (Parent/guardian may be asked to sign triplicate copy and send it back to school when child returns.)
- b. When parent/guardian *comes to school* to pick up student:
 - (1) Parent/guardian goes to school office and completes "Permit to Leave Grounds During School Hours." (If this is done, a phone call to the school and/or a note to the teacher is unnecessary.)

Note: Identification of any person taking a child from school is required. In case of divided families, parent not having custody may *not* remove child from school. (Procedure 5060)
 - (2) Secretary prepares permit in triplicate; obtains signature of person calling for student and that of principal or designee; distributes copies as indicated on form. (Parent/guardian may go to classroom to pick up child and give duplicate of permit to teacher.)

2. Leaving Grounds for Lunch

- a. It is the policy of the San Diego Unified School District that all campuses are closed. Students are to be on campus while school is in session. Students may be off campus for legitimate educational purposes such as work experience, field trips, and off-campus classes. It is expected that students will remain on campus during lunch.

- b. Students who bring lunches must eat in designated areas at school and may not leave school grounds without permission.

3. **Students Sent Home for Other Reasons.** Principal, nurse, or designee:

- a. Contacts home to notify parent/guardian and to make transportation arrangements, if necessary.
- b. If immediate conference with parent is desired, requests parent to come to school for the child.
- c. If parent cannot be reached at home, calls work and emergency telephone numbers indicated on student's enrollment form.
- d. If parent or "emergency" person cannot be contacted, keeps child at school for duration of school day; sends or takes student home after school is dismissed.
- e. May send student home or to emergency address unaccompanied if conditions permit and with parent's permission.
- f. Prepares and signs "Permit to Leave Grounds During School Hours" in triplicate. Files original in school office; sends duplicate to teacher; sends triplicate home with student.

E. FORMS AND AUXILIARY REFERENCE

- 1. Permit to Leave Grounds During School Hours, Stock Item 22-P-1760

F. REPORTS AND RECORDS

G. APPROVED BY



General Counsel, Legal Services
For the Superintendent of Schools