

**4.3 LEAVING DURING THE SCHOOL DAY**

All appointments should be scheduled outside of school hours when possible. If it is necessary for a student to leave school during school hours, the parent must report to the school office to retrieve the child. The student will be called from the classroom to the office for dismissal. **For the protection of students, parents are required to sign students out of the school in the office any time a student is picked up from school prior to regular dismissal time.**

No child will be permitted to leave the school during the school day with any adult other than a parent or legal guardian unless the parent or legal guardian has given written permission to release the child to that person's custody. Any adult who is authorized to pick up a student must be listed on the emergency contact card of that student.

Vanguard Academy abides by the Buckley Amendment with respect to non-custodial parents. It is the responsibility of the custodial parent to provide the school with an official copy of a court order specifying the limitations of the non-custodial parent.

Approved: 08/15/2015