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## LEAVING SCHOOL BUILDING DURING SCHOOL DAY

Licensed personnel should not leave the school grounds at any time during the school day without the knowledge and approval of the Principal or Head Teacher. This does not include the lunch period and does not apply to those employees who regularly call at all schools and/or students' homes.

Licensed personnel may be excused by the Principal to leave the building for important school business. Licensed personnel may be excused by the Principal for service club attendance, provided the absence does not interfere with their position assignments.

Arrangements for educational field trips are made with the consent and direction of the Principal. Final approval must be obtained from an Associate Superintendent/Designee. ~~the Assistant Superintendent/Chief Academic Officer.~~

Reviewed: July 30, 2013  
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Revised: September 3, 2013

NEPN/NSBA Classification:  
Legal Reference: