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RE: Leaving Early for Sports/Outside Activity

Dear Oaks Parents:

Spring sports are beginning and we wanted to remind you of the procedures that must be followed if students are leaving school early during the week (this includes sports, driver's education, or any other outside activity). The following are the guidelines and procedures from The Oaks Policy Manual:

**Guidelines:**

The following process shall be followed as determined by the Board:

Our desire has always been to allow students to participate in government school sports programs off campus. The Oaks has set up the high school schedule (Grades 9 through 12) to allow students to exercise this option by leaving campus at 2:00 p.m. This policy includes students taking drivers education or having music lessons prior to the 2:45 p.m. dismissal; these students cannot leave prior to 2:00 p.m. Class schedules for Grades 1 through 8 are not conducive to early dismissals; therefore, early dismissals on a regular basis in these grades are not allowed.

Students leaving prior to 2:00 p.m. are a disruption to the class, a burden on the teachers and a hindrance to the student's academic endeavors.

We are asking parents to limit taking students from school before 2:30. We do recognize that occasionally it is necessary to leave school earlier than this and we will be flexible during those times. Parents cannot remove other siblings or car-pool students when taking a student out early. Parents must make arrangements for these other students to be picked up at the normal dismissal time of 2:45 p.m.

Following are the procedures students and parents must follow for early dismissals:

1. Each Monday the student will bring two copies of a permission note from their parents with their early dismissal schedule for the week. The note must list the activity, day, and time student will be leaving. A copy is turned into the school office and a copy is given to their 8<sup>th</sup> period teacher.
2. Students must always check out in the school office if they leave before 2:45 p.m. on each early dismissal day. If you prefer, a parent may come in and sign the student out while the student is getting their things together.
3. Students missing a disproportionate amount of time due to leaving early may be called in for a meeting with their parents and the school administration. The Oaks is called to serve the parents in the education of their children and if early dismissal becomes a hindrance to a particular student or others, the school must protect this primary objective by making appropriate adjustments to the early dismissal privilege.

Thank you for following the above procedures. Questions can be directed to the school office.