

DATE: February 12, 1980
TO: Principals
FROM: Dr. Carol Purvis
SUBJECT: Requirement for School Based Employees to Remain on Campus
During School Hours

The purpose of this memo is for administrative direction concerning school based employees leaving the campus during the school day.

1. The responsibilities of all school based employees require their presence on campus throughout the day, including lunch period and planning period.
2. Employees should leave campuses during the school day only in instances where the principal has granted permission for official school business or for officially approved leave purposes.