Woodside High School 2018 – 2019
OFF-CAMPUS PASS APPLICATION

*Complete application with the proper signatures and information. Return to the Assistant Principal of Operations.

***Note:** An Off-Campus Pass permits students to leave the campus **ONLY** during the lunch periods or due to work-training / off-campus programs. All other departures from the school grounds require students to use established check-out policies. See Student Agenda Book for procedures.

Closed Campus Policy

1. Students in grades nine through grade eleven will **not** be permitted to leave the school grounds during the school day unless accompanied by a parent or guardian, or someone designated by the parent or guardian.
2. Exceptions to the policy for senior high school pupils in the eleventh grade will be permitted for those students enrolled in work-training programs: however, application must be made, including parental signature.
3. Seniors may apply to leave school grounds during the lunch period provided application is made by the student and signed by the parent or guardian. **Seniors must have an off-campus pass with them or they will not be permitted to leave during lunch. The cost for off-campus for all seniors will be $4.00.**
4. **Off-campus passes may be revoked by administration if students abuse the privileges of the off-campus pass, truancy, reckless/careless behavior in the parking areas, or for generating fraudulent passes. Transporting students who do not have authorization to be off-campus will also result in the loss of passes.**
5. **Students who return tardy from off campus lunch will have their passes suspended for :**
   - **1st offense – 3 days**
   - **2nd offense - 5 days**
   - **3rd offense - 2 weeks**
   - **4th offense – revoked for the remainder of the semester**
6. **Students accumulating 8 unexcused tardies, 8 unexcused absences, or any combination of unexcused tardies and unexcused absences totaling 8, will have their off-campus privileges revoked for the remainder of the 2018-2019 school year.**
7. **Administration reserves the right to revoke off-campus privileges at any time for inappropriate behavior.**
8. Replacement for lost Off-Campus passes will cost the student $ 5.00.

PLEASE PRINT CLEARLY!

Name _____ **Student ID #** _____

Grade Level _____ **Number of Courses in Which Enrolled** _____

Reason for Request to Leave School Grounds (circle all that apply)

Lunch Work-training Program Off-campus Program

If you work, where is your place of employment? _____

- **I have read and agree to follow the policies listed above associated with having an off-campus pass. I understand that this privilege will be withdrawn if abused.**

_____ _____
Date **Signature of Student**

- **I have read and agree to follow the policies listed above associated with having an off-campus pass. I concur with the request for leaving the school grounds during lunch or due to an off-campus work-training or off-campus program.**

_____ _____
Date **Signature of Parent or Guardian**

Approved _____ _____ _____
Yes **No** **Signature of Administrator**