

CAMPBELL HIGH SCHOOL
SENIOR LATE ARRIVAL – EARLY RELEASE PERMISSION FORM
2019-2020 SCHOOL YEAR – SEMESTER 2

Student Name: _____

Grade _____

If you are applying for Early Release or Late Arrival, please check the appropriate box for each day:

Day 1: Late Arrival **OR** Early Release **Day 2:** Late Arrival **OR** Early Release

Students may qualify for *Late Arrival* or *Early Release* under the following conditions:

1. Students **must** have senior status (**at least 18 credits**) and be a fourth year student.
2. Students **must** have earned a grade of **C or higher** in **all** classes during the previous marking period.
3. The early release application form is signed by student **and** parent or guardian and is on file with the school.
4. Late arrival will be considered only for a first block class. Early release will be considered only for a last block class.
5. Students must be signed up for a minimum of **six credits** to qualify for the privilege.
6. Course changes will **not** be permitted simply to accommodate early release or late arrival.

Students who have *Late Arrival* privileges must:

- Not be moving about the building or loitering in the parking lot.
- Report to and sign in at the **Main Office** when they arrive in the building for attendance purposes.
- Students who arrive prior to a scheduled class or who need to stay after for additional work, must report to an assigned study hall, follow all study hall rules, and remain there until the end of the period.

Students who have *Early Release* privileges must:

- Leave the building within a reasonable time (5 minutes) after their last class. All students must sign out at the main office.
- Students with the last lunch do not have to remain for lunch.
- **Students may not return to the school for any reason until 2:23 PM on any given school day unless they are returning for a practice, competition, meeting, pep rally, or have a pass in advance to work with a teacher after school or administrator approval.**

STUDENTS WILL LOSE THE PRIVILEGE OF HAVING LATE ARRIVAL OR EARLY RELEASE FOR THE FOLLOWING REASONS:

- Being late to school more than ten times in a semester.
- A failing grade on a progress report will result in loss of the privilege.
- Being assigned fewer than six credits in any given semester.
- Out-of-school suspensions or two major disciplinary infractions may result in loss of the privilege for the remainder of the semester.
- Any student who loses his or her privilege due to disciplinary infractions during the last month of the first semester will be ineligible for early release or late arrival during the second semester.

STUDENTS MAY APPEAL THE STATUS OF EARLY RELEASE/LATE ARRIVAL PRIVILEGES TO ADMINISTRATION.

If students violate any of the above, their privileges will be revoked immediately for the remainder of the semester. Students will be assigned to a study hall.

The signatures below indicate that the student and parent have read this form and agree to abide by all conditions stated above. Appeals will *not* be heard upon loss of privileges, student may reapply the following semester.

Parent/Guardian Signature

Date

Student Signature

Date

GUIDANCE OFFICE USE ONLY:

Guidance Signature

Date

Principal Signature

Date

Eligibility Check - Sophomore Project: ___ Yes ___ No

Sr. Status of 18 Credits : ___ Yes ___ No

6 Credits/Semester: ___ Yes ___ No

Grades Previous Semester ___ Yes ___ No

Approved by Guidance: ___ Yes ___ No

Reason Denied: _____