

Pass Procedures

Appointment Pass

- Parents wishing for their student to leave school during the educational day must call the Attendance Office.
- Students will be sent an appointment pass they should report to the Attendance Office to sign out at the corresponding time listed on the pass.
- Upon return, students need to sign in at the Attendance Office and provide verification of their appointment.



Excused Absences

- Illness
- Appointments
- Observance of a religious holiday
- Death in immediate family
- Family emergency



Unexcused Absences

- Oversleeping
- Minor aches and pains
- Ordinary weather conditions
- Vacations
- Unsecured transportation
- Attending graduations or weddings

The preceding reasons are considered unexcused, and will be marked accordingly in Skyward, even if a parent calls or sends a note. Although, if a student is absent for any of these reasons, a call from a parent will ensure that no consequences will occur unless the student has missed 10 or more days. If this is the case then the regular truancy policy will be followed.

Unexcused Absences

You may receive an unexcused pass if you are more than 10 minutes late to school and do not have an excused reason. This pass allows you admittance to your class.



Student-Initiated Passes

STUDENTS MUST:

- Be on level
- Have stamped on level ID
- Have their student handbook signed and take it to the destination as the pass
- Sign out (and back in) on the clipboard
- Refrain from asking for a pass in the first or last ten minutes of class.

Office Passes

If you receive a pass from an office, you need to report directly there at the designated time on the pass.



Student Services

- Students who receive a pass should report to Student Services at the time designated on the pass.
- Students may sign up to see their counselor before school or during passing period.



Nurse – If you are not feeling well and would like to see the nurse, there are 3 options:

- **You may sign-up at the computer located in Student Services during passing period. Please indicate your reason for a visit and a pass will be sent based on the urgency of the problem and as time slots open.**
- **The nurse is available at her door every morning 15 minutes before the start of classes.**
- **Get a pass from the teacher. The teacher may choose to send you at that time or may e-mail the nurse for a pass to be sent from the nurse's office during that class period.**



Trainer Pass

- When you receive a trainer's pass, please report to the Athletic Director's Office for treatment.
- If you find need a trainer, you may sign up in the Athletic Director's Office before school or during passing period.



Parking Lot Pass

- Available to students who have a parking permit
- Available at lunch only unless with a pass from a teacher
- Students must show their stamped on-level ID
- Students will be escorted to and from the lot.
- Passes are not available for students parking off-campus.

