

Heritage High School
Application to Leave During the School Day
(12th Grade Students with Early Dismissal)

Seniors with early dismissal from school to work or to leave campus during lunch must complete this form.

1. Name _____
2. Grade level _____ Number of courses in which student is enrolled _____
3. Reason for request to leave school grounds _____
4. If reason is work, where do you work? _____
5. Work supervisor's name _____
6. Work phone number _____

I request that I be permitted to leave the school grounds for lunch. I understand that this privilege will be withdrawn if abused.

Date

Signature of Student

I concur with this request for leaving the school grounds during the school day.

Date

Signature of Parent / Guardian

Approved _____
Yes No

Signature of Principal or Designee _____

CLOSED CAMPUS POLICY

1. Students in kindergarten 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 will be eleventh graders enrolled in work-training programs; however, applications must be made in accordance with paragraph 3.
3. Seniors may apply to leave school grounds during the school day provided application is made by the student and signed by the parent or guardian. The student must submit their pass to security prior to exiting the building and must retrieve it upon returning. If the student is late returning from lunch, the off-campus privilege will be revoked.
4. Each student who applies may have a conference with the principal or designee who will make the decision and issue their approval if appropriate.
5. Violations of off-campus policy may cause this permit to be revoked. Violations include: leaving campus at times of scheduled instruction and accompanying/transporting non-privileged students off-campus.