

## New Canaan High School

### CAMPUS POLICY – PERMISSION FORM

Students are encouraged to schedule all of their school time, which consists of 7 periods and lunch during the 6 hours 35 minutes from 7:30 a.m. to 2:05 p.m. Student time during the limited school day should be devoted primarily to academic and other constructive educational activities. Study hall may be scheduled to allow students to do homework or pursue other academic activities to allow more time outside school hours for non-educational pursuits.

Students who, with parental permission as required in the School Schedule process, have unassigned time (free periods or “frees”) have the responsibility of selecting from the following options for use of their time.

1. Study, research, or reading in the library.
2. Conference with a teacher, counselor, teacher advisor, or administrator.
3. Independent work in a classroom, computer lab, or other lab (with permission of teacher).
4. Co-curricular activity.
5. Study in a supervised study hall.
6. Relaxing or socializing in Cafeteria.

#### **Unassigned Time – Off campus**

In addition to the above six options for the use of unassigned time, students who have demonstrated to their parents, teachers and administrators responsibility and maturity may be granted off campus privilege as outlined below.

Disciplinary consequences can include removal of free time.

**Freshman** must remain on campus from 7:30 a.m. until 2:05 p.m. Students having first period unassigned may, with parental permission, arrive at the beginning of their first scheduled class. Therefore, freshman may have an open end in the morning only with parental permission.

**Sophomores** must remain on campus from 7:30 a.m. until 2:05 p.m. Students having first or last period unassigned may, only with parental permission, arrive at the beginning of their first period class and leave after their last assigned class. Therefore, sophomores may have an open end in the morning and afternoon, only with parental permission.

**Juniors** may, only with parental permission and administrative permission, enter and leave the campus during unassigned time with the exception of the lunch time block (as defined by the administration annually).

**Seniors** may, only, with parental permission and administrative permission, enter and leave the campus during unassigned time with the exception of the lunch time block (as defined by the administration annually). Those seniors with the entire lunch time block unassigned, and with parental permission, may leave and enter the campus.

## Policy Rules

Parents may arrange for permission for off campus use of unassigned time, according to the campus policy by signing a form provided by the school. The form requires recognition of liability on the part of parents and the owner of any vehicle involved. Student identification cards will be marked to indicate off campus privileges have been approved.

Parents of students who do not have permission, but who need off campus use of unassigned time, may arrange such time on a case by case basis. The attendance office will then issue a pass to present to the parking lot monitors or other administrators.

For rules related to leaving campus while missing any scheduled classes, refer to Attendance Policy. For another area related to leaving campus, refer to Student Practicum.

The use of unassigned time to leave campus is closely related to the use of motor vehicles. See **Driving and Parking** to see the rules related to entering and leaving campus by motor vehicle. Off campus parking should not circumvent the vehicle policy. Students who abuse off campus privileges by off campus parking will be subject to disciplinary action.

Off campus use of unassigned time is a privilege granted by a student's parents and educators while recognizing the individual needs of the student as well as the level of maturity the student has attained. The student's parents or the school may withdraw the privilege at any time it is no longer necessary to the student's education or for disciplinary reasons covered in **Discipline** and **Unacceptable Behavior** sections.

This policy should follow the **Attendance Policy**. The mechanisms by which these recommended policy changes be implemented will be developed by the high school administration.

There will be a voluntary Sign Out Sheet in the Attendance Office for students to fill out. This will enable the school to advise parents where a student is, if necessary.

## PERMISSION

**Student Name:**

**Student ID#**

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I have read the campus policy and hereby give my son/daughter permission to utilize the liberties of the campus policy as outlined for his/her grade described above. I understand that the school administration or I may revoke this permission at any time.

**Parent/Guardian:**

**Date:**

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Signature

Parent/Guardian **must** return to the Attendance Office in person.