

ATTENDANCE-LEAVING SCHOOL GROUNDS

Pupils shall not leave the school grounds during regular school hours unless they are permitted to do so by the principal or assistant principal.

Reasons which may be approved for this purpose are:

- 1/ A personal emergency
- 2/ Illness, injury or a medical or dental appointment
- 3/ As requested by a parent or guardian
- 4/ As a part of a class or school activity.

High School pupils shall be permitted to leave campus at lunch time under the following procedures:

- 1/ The principal shall annually notify parents/guardians that pupils must have permission to be excused during the lunch period.
- 2/ Upon receiving written permission from the parent/guardian to allow the pupil to leave campus at lunch, the assistant principal-discipline will issue an off-campus lunch pass.
- 3/ If the pupil's attendance is consistent and there are no major discipline problems, the student may leave the campus at lunch time upon the issuance of a lunch pass.
- 4/ Pupils who violate any rules of the School District, or the City, County, or State Codes will relinquish this pass for a thirty-school-day period on first offense.
- 5/ At the end of thirty school days, the pupil with parental approval may reapply for a second pass. The administration will judge whether or not the second pass shall be issued.
- 6/ If a pupil violates the rules and/or codes named above, after receiving his/her second pass, his/her privileges and rights for noon leave will be revoked for the remainder of the school year.
- 7/ Pupils whose off-campus lunch pass is revoked will report to the Attendance Office to verify that he/she is on campus.

A letter to parents shall so state:

OFF CAMPUS PERMIT: Those students who wish to leave campus during the lunch period must have a parent or guardian sign this parent request form. Please note that "neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds." (Cal. Ed. Code 44808.5)

This permit will be in effect for one school year. Tardiness to class, unexcused absences or discipline problems will result in the revocation of this permit and the assignment of a daily lunch period attendance check-in requirement. The first abuse of this privilege will result in a thirty (30) school-day revocation of the permit. The second abuse will result in revocation of the permit for the entire school year.

The off-campus privilege during lunch requires responsible cooperation and good judgment on the part of students. We are concerned about tardiness, absences from classes, and unsupervised situations which could lead to unacceptable conduct. Parents/guardians are requested to carefully discuss this permit request with the student before signing it.

PARENT'S REQUEST FOR LUNCH PASS _____ MONROVIA HIGH SCHOOL

I hereby authorize _____ to obtain an
Student's Name Grade

off-campus pass and to exercise the privilege of being off campus during the lunch period. I reserve the right as a parent or guardian to revoke this permission at any time.

Signature of Parent or Guardian

Telephone Number _____

Address

Lunch Permit Number _____ Issued by _____ Date _____

MONROVIA HIGH SCHOOL OFF CAMPUS LUNCH PERMIT

_____ school year

(Permit No.)

Name of Student Grade

has been issued an off-campus lunch permit which may be used only during the scheduled lunch period (11:53-12:30 regular; 11:10-11:41 E-Flag Fridays). Not valid at any other time or for any other purpose.

Approved _____

Assistant Principal

Reference: Education Code Sections 44808.5 and 48980
Adopted: December 1975
Reviewed: October 1977
Reviewed: September 1981