



## **Incoming Senior Late Arrival/Early Release**

### **Permission Slip**

### **DUE: June 2, 2017**

Future seniors at Ballston Spa High School are invited to apply for late arrival/early release privileges. These options are available to **fully prescribed** students who are scheduled for study halls at the beginning or end of the school day. Eligibility requirements for senior privileges are based on academics, attendance, and conduct. Students must also have their own method of transportation in order to arrive late and leave early.

To earn or maintain late arrival/early release, you are expected to satisfy all of the requirements below:

- 1.) Academics-** Earn a passing grade for **all** courses.
- 2.) Attendance-** Student attendance in school is an important component of student success. Early release/late arrival privileges can be revoked if a student exceeds:
  - a. 7 or more unexcused tardies to school per semester
  - b. 7 or more unexcused absences per semester
- 3.) Student Code of Conduct-** Students are expected to adhere to the Code of Conduct. It is available in both the student's agenda and on the Ballston Spa High School website.

**IMPORTANT:** Grades will be reviewed at the end of each quarter. Privileges will automatically be revoked if a student fails to comply with the above criteria. **An email will be sent to students from administration via Ballston Spa Gmail accounts to notify them of privilege removal.** Students will have the chance to have their privileges reinstated after the Interim grades are finalized. These forms can be found in the Assistant Principal's office or attached to the email sent by administration. It is the responsibility of the student to check their school email accounts for various notifications.

### **Sign In/Sign Out Procedure**

Students must enter/exit the building from the main lobby. It is the student's responsibility to sign in and out of the school at the approved times with Mrs. Walker in the Attendance Office.

**NOTE:** If a student needs to arrive prior to their scheduled late arrival time and/or stay beyond their early release time, a pre-signed pass must be obtained and submitted to attendance indicating such. If a student is not meeting with a specific staff member, a pre-signed pass from the Assistant Principal's office is required in order to be allowed in the building.



### **Application Procedure-**

This application will be valid for the entire **2017/2018** school year. All seniors will start off the school year with their senior privileges. The student's schedule must show that they are fully prescribed. Once credits are confirmed, the school counselors will submit the applications to an Assistant Principal. When schedules are finalized at the end of the summer, privileges will be assigned based on the student's schedule. Study halls that are at the beginning or end of the student's scheduled day, for both the first and second semester, will automatically become late arrival/early release periods. In the preference section below, the student should specify if they would like to participate in late arrival, early release or both. The student's "privilege preference" will determine if a study hall will be kept in the student's schedule. Signatures from both the applicant and a parent/guardian are required in order to be considered for these privileges. By signing below, both the student and parent/guardian agree to the terms of the late arrival/early release procedures for the 2017/2018 school year.

Privilege Preference(s): Late Arrival only \_\_\_\_\_ Early Release only \_\_\_\_\_ Both \_\_\_\_\_

Student's Name (Print): \_\_\_\_\_

Student's School Counselor: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only**

Fully Prescribed: Yes \_\_\_\_\_ No \_\_\_\_\_ School Counselor initials: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DAY</b>	<b>Late Arrival Start Time</b>	<b>Early Release Start Time</b>
<b>A</b>		
<b>B</b>		
<b>C</b>		
<b>D</b>		

Passing **all** courses (N/A for beginning of school year): Yes \_\_\_\_\_ No \_\_\_\_\_ Administrator initials: \_\_\_\_\_ Date: \_\_\_\_\_

Adheres to attendance policies: Yes \_\_\_\_\_ No \_\_\_\_\_ Administrator initials: \_\_\_\_\_ Date: \_\_\_\_\_

Adheres to code of conduct policies: Yes \_\_\_\_\_ No \_\_\_\_\_ Administrator initials: \_\_\_\_\_ Date: \_\_\_\_\_