

## Procedures for Student Passes

- **General Procedures for Passes:**
  - When students leave class, *for any reason*, they **must be in possession of a pass**.
  - Student should “sign-out” when leaving and “sign-in” upon their return.
  - After its use, teachers will keep and secure the pass for back-up documentation.
- **Administrative/Guidance Passes** – At times, a pass will be delivered to a classroom, requesting a student to come, either to Guidance or Administration. Note that the pass may stipulate either immediately or at a convenient time. The time the student leaves must be recorded on the pass, especially if the student was held back to complete classwork, a test, etc. The student should return with the pass, including a time they left.
- **Study Hall Passes** – These (green) passes are a requirement anytime a student needs to attend another teacher’s study hall. The “requesting” teacher will issue the pass to the student. In turn, the student presents the pass to their regular study hall teacher. This issuing of passes must be done prior to the start of the study hall. This is meant to limit student movement during S.H., preventing the back and forth travel. *Example: It’s Tuesday and Mr. Haflinger would like a student from his 6<sup>th</sup> period to attend his S.H. on Wednesday. Mr. Haflinger should issue the pass at the end of Tuesday’s class, which the student will present to his/her S.H. teacher at the start of class on Wednesday (leaving after attendance is taken).*
- **Tardy Passes** – These may be issued from the front office staff or administrators performing “Tardy-Sweeps.” Teachers are still required to change the “U” in TERMS to a “V.” After its use, teachers will keep and secure the pass for back-up documentation.
- **Regular Goldenrod Passes:** Teachers may provide a goldenrod pass, used in the traditional manner, for general purposes. It must be completed with name, date, time, destination and teacher signature. This should be used if a student is called from class via intercom or phone.
- **Lanyard Passes:** Teachers may utilize a “lanyard pass” for restroom use. This pass will be color coded according to the hallway their current class is in. Students should be reminded to utilize the restroom assigned your class (see list below). During administrative sweeps, students will face disciplinary action for being out of area.

<i>Blue Pass</i>	<i>ABC, P190-199</i>	<i>ABC Building Restroom</i>
<i>Pink Pass</i>	<i>1000 Hall &amp; 803/802</i>	<i>1000 Building Restroom</i>
<i>Cherry-Red Pass</i>	<i>100 Hall</i>	<i>100 Hall Restrooms (2)</i>
<i>Green Pass</i>	<i>200 Hall, Ports.</i>	<i>200 Hallway Restroom</i>
<i>Yellow Pass</i>	<i>300 Hall, 900 bldg, &amp; 801</i>	<i>300 Hall Restroom</i>
<i>Goldenrod Pass</i>	<i>400 Hall</i>	<i>400 Hall Restroom</i>
<i>Purple Pass</i>	<i>P.E./Hope/500 Hall</i>	<i>Gym Lobby</i>