



Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event / Activity of Interest: \_\_\_\_\_

Location of Event / Activity: \_\_\_\_\_

Event / Activity Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\*coach, instructor, etc.

Date Event / Activity Begins: \_\_\_\_\_ Date Event / Activity Ends: \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

Event / Activity Start Time: \_\_\_\_\_ Event / Activity End Time: \_\_\_\_\_

Early Release Time: \_\_\_\_\_

Description of Event / Activity

(include how this event / activity will impact the student's academic program)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature / Date

\_\_\_\_\_  
Parent Signature / Date

*Please return the completed Form to the school office for review at least one week prior to the start of the activity.*

.....  
Administrative Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

\_\_\_\_\_  
Administrative Signature / Date

## OFF-CAMPUS EVENT POLICY

**Objective:** To clarify the procedures are for leaving campus early and returning to campus for all students

**Scope:** The following policy and guidelines will be followed by all students in the school.

### **Definitions:**

*Leaving Campus Early:* Any student leaving the school campus for any reason before the regular dismissal time of 3:00 p.m.

*Arriving on Campus Late:* Any student arriving the school campus for any reason after the regular beginning time of 8:30 a.m.

### **Guidelines:**

This policy applies to 9th through 12th grade students who are interested in participating in a non-Oaks event or extra-curricular activity such as driver's education, sports programs, private lessons, work, etc. prior to the 3:00 p.m. dismissal.

Students leaving campus early or arriving on campus late regularly are a disruption to the class, a burden on the teachers and a hindrance to the student's academic endeavors. We do recognize that occasionally it is necessary to leave school earlier than this and we will be flexible during those times. Parents cannot remove other siblings or car-pool students when taking a student out early. Parents must make arrangements for these other students to be picked up at the normal dismissal time of 3:00 p.m.

Following are the procedures students and parents must follow for any off-campus event or extra-curricular activity that would require a student to leave campus early or arrive on campus late:

1. Parents must complete and return the "Off Campus Event/Extra-Curricular Activity Form" (available on the following page and school website) to the school office a minimum of one week prior to the start of the activity.
2. The Dean of Logic and Rhetoric Schools will review the activity request and notify both the parents and the school office of the decision. The form will remain in the school office during the entirety of the activity with the appropriate teacher(s) receiving a copy.
3. Students must always check out in the school office when leaving early and check into the school office upon arriving late. If you prefer, a parent may come in and sign the student out while the student is getting their things together.
4. When there are variances to the early release time indicated on the activity form the student must bring a parent note to the school office prior to the dismissal time.
5. Students missing a disproportionate amount of time due to leaving early may be called in for a meeting with their parents and the school administration. The Oaks is called to serve the parents in the education of their children and if early dismissal becomes a hindrance to a particular student or others, the school must protect this primary objective by making appropriate adjustments to the early dismissal privilege.