

4.4 PASSES/LEAVING CLASS

Purpose:

The purpose of a hall pass is to allow students to enter the hallway during class time when they should otherwise be in class for reasons that have been approved by the teacher or other building staff. Hall pass usage should never be disruptive or keep a student from learning the lesson taught in class. Hall pass usage should be determined by student and teacher to be a need of the student that does not hinder their ability to learn that day. Vanguard staff needs to know where all students are at all times of the day. Using a hall pass system allows students to take care of personal needs while still abiding by the teacher supervision policy that all students should be accounted for while in attendance each day.

Policy:

In order to leave class while class is in session students **MUST** have a hall pass, and may not leave class without the teacher's permission. **Students who are out of class without teacher permission and/or a hall pass will be considered truant and consequences will apply according to discipline policy.**

Every teacher must have a hall pass available to students with these identifying marks:

- 1) Teacher name
- 2) Class Room number
- 3) The words "Hall Pass" clearly labeled

Every teacher must have a check out and check in system. The system must include the following components:

- 1) Student name
- 2) Student check out time
- 3) Date
- 4) Destination
- 5) Student check in time

Students must sign out on the teachers sign out sheet with their name, date, and time when using a hall pass for any reason. Students must also sign in once they return to class. Teachers will track this data to determine if a student is abusing the hall pass system. Sign in/out system may be digital or hard copy.

Approved: 08/15/2015 Updated: Pending Board Approval