



# CASCADE CHRISTIAN ACADEMY OFF-CAMPUS PERMISSION FORM

2023-2024

## STUDENT INFORMATION

|            |      |     |       |
|------------|------|-----|-------|
| First Name | Last | Age | Grade |
|------------|------|-----|-------|

### HIGH SCHOOL STUDENTS

Check each box below of the activity(ies) for which the parent/guardian accepts responsibility and grants permission.

- Late Arrival/Early Dismissal** - High School students who do not have class the first period of the school day may arrive before their first class and/or whose last class is prior to the last period of the school day may leave after their last class of the day.
- Junior/Senior Privilege** - Juniors/Seniors meeting grade requirements may leave campus during the noon break which does not include the periods before or after lunch. Students must sign out/sign in at the Front Office.
- Leaving Campus during the school day** - High School student may leave campus for medical/dental appointments and must sign out/sign in at the Front Office. Parents must call or email to confirm medical/dental appointments or it will be treated as an unexcused absence.
- Drivers** - High School student driving self/siblings to and from school.
- Other Students** - High School student has authorization to drive/ride with non-family students.

### K-8 STUDENTS

Check the box below of the activity for which the parent/guardian accepts responsibility and grants permission.

- Leaving Campus after school** - K - 8 Students may leave campus after their last school activity to walk home or to ride public transportation.

**NOTE** - This form does not give permission to K-8 students to cross the street to visit nearby stores or restaurants and return to campus. Parent/guardian must be physically present on campus to supervise their student if they wish to visit nearby stores or restaurants and return to campus.

## STUDENT ACKNOWLEDGEMENT

I HAVE READ AND UNDERSTAND CCA'S POLICIES AS PUBLISHED ON THE BACK OF THIS FORM AND IN THE STUDENT HANDBOOK. I AGREE TO OBSERVE THESE RULES.

|                   |      |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|

## PARENT/GUARDIAN PERMISSION

I HAVE READ AND UNDERSTAND CCA'S POLICIES AS PUBLISHED ON THE BACK OF THIS FORM AND IN THE STUDENT HANDBOOK. I ACCEPT RESPONSIBILITY FOR MY STUDENT TO BE OFF CAMPUS AND GRANT PERMISSION FOR MY STUDENT TO BE OFF CAMPUS, AS INDICATED ABOVE.

|            |      |
|------------|------|
| First Name | Last |
| Signature  | Date |

PLEASE REFER TO CCA POLICIES ON THE BACK OF THIS FORM.

## OFF-CAMPUS PERMISSION FORM

The Off-Campus Permission Form may be obtained from the front office and must be signed by both student and parent/guardian and turned into the front office before the student may be eligible to leave campus. **Leaving campus without permission is considered a safety risk and may be disciplined with a one-day, in-school suspension.**

### CLOSED-CAMPUS POLICY

CCA operates as a "closed campus" which means that students are not allowed to leave campus during school hours, including study hall periods. "Campus" is defined from the back of the church and Community Service center on the east, Academy Street on the north, and the lower playground area to the west. "Off campus" includes stores and restaurants across the street.

### LEAVING CAMPUS DURING SCHOOL HOURS

To provide optimal learning and for the safety and supervision of students, parents are requested to make every effort to schedule student appointments (doctor, dentist, etc.) outside of school hours. Parents are to notify their student's teacher and/or the front office in advance if a student needs to leave school during the school day.

- Students in grades K-5 leaving campus for an appointment during school hours must have a parent/guardian come in and sign the student out at the front office.
- Students in grades 6-12 leaving campus for an appointment during school hours must sign out at the front office. Prior to their student leaving campus, a parent/guardian must call or email the front office to authorize the appointment.

### JUNIOR/SENIOR PRIVILEGE

Juniors and Seniors, meeting grade requirements, may leave campus during the lunch period which does not include the periods before or after lunch. Students must sign-out when leaving campus and sign-in when returning. Students who leave campus without permission at a time other than the lunch period, who return late from the lunch period, who do not sign in and out properly, or who leave but have not met grade requirements will:

- First offense .....lose Junior/Senior privilege for one week
- Second offense..... lose Junior/Senior privilege for 9 weeks
- Third offense..... lose Junior/Senior privilege for the remainder of the year

### STUDENT DRIVERS

To maintain the privilege of using a car at school, the following rules must be observed:

Student drivers must:

- complete the Off-Campus Permission Form and turn it into the front office,
- follow a 10 mph speed limit in the parking lot,
- park in their CCA-assigned parking space,
- use their vehicle during school hours only with the approval of both parent/guardian and Administration.

Student drivers must not:

- sit in vehicles during school hours,
- borrow or drive another student's car,
- drive inappropriately in the parking lot or street (i.e. donuts, squealing tires, etc.),
- drive themselves to/from school outings (i.e. Winter Activities, field trips, etc.),
- drive or ride with another student without authorization from parents/guardians of both students.

Students who violate CCA's driving policies are considered a safety risk and may lose the privilege of driving to school and may be disciplined with a one-day, in-school suspension.