

**Any student wishing to leave campus must have a  
GRANT OF PERMISSION FORM completed by their parents or guardians and submitted to  
the Office of Residential Life.**

**Permission to Leave Campus (not overnight)**

- I. During the school day, boarders (and all students) must request permission from the Dean of Students if they need to leave campus.
- II. Before and after the school day, **boarders must contact the Residential Faculty on duty to get permission if they need to leave campus.** In addition, each boarder **must sign out** in his/her dorm office before leaving.
  - a. The information in the sign-out book must at all times be accurate, complete and legible.
  - b. If a student wishes to go to another person's home, the Residential Faculty must speak to an adult who will be there.
- III. Any student who wishes to leave campus must be accessible by cell phone or destination phone in case of an emergency.
- IV. Leaving campus is a privilege, and any abuse of this privilege can result in its loss.

**Permission to Leave Campus (overnight & weekends)**

- I. If a boarder would like to leave for the weekend (either to his/her home or another student's home), three things must be done:
  - a. The parent / guardian of the weekend host must speak to the Residential Faculty to confirm that the parent or guardian will be home that weekend and is willing to accept the responsibility of hosting;
  - b. The student must contact the Residential Faculty on duty before leaving; and
  - c. The student must sign out in the sign-out book located in the dorm office.
- II. Students who are going to their parents' or guardian's home must still follow the procedures listed above.
- III. **All boarders must return by 10:30pm on Sunday night.**
  - a. We recognize that there may be special occasions where boarders may need to stay off campus past this time, but we ask that in general, all parties respect the deadline.
  - b. If a student will be late, the host parent or guardian should contact the Residential Faculty on duty prior to 10:30pm on Sunday.
- IV. Students who fail to follow the above procedures may have off-campus privileges suspended.