

6.005 Pass Procedures for Students

KDES

Leaving Classroom:

- Students leaving classrooms are to be accompanied by an adult or have a pass.

Health Services

- Students leaving to see a nurse are to be accompanied by an adult or have a pass.

MSSD

- Students leaving class for any reason **MUST** have a pass. The pass must be from the teacher whose room they are leaving **OR** from the person the student is going to see.
- MSSD Student School Passes are brightly colored and are to be used when sending students to see other teachers/staff, to SHS, to the LRC, to the Dorm, and when requesting a student come see a teacher after school. Additional passes may be obtained from the administrative secretary.
- Each teacher has been given a preprinted classroom pass set, which includes a restroom pass, a locker pass, and a water fountain pass. Students using these passes **MUST** sign out and sign in on the pass log in the teacher's room. If a teacher needs a new class pass set, the teacher should see an assistant principal.
- All teachers and staff should keep passes for an entire quarter before disposing of them. Passes should be kept in a secure location. This ensures that in the event a student disputes an absence/tardy or if a student's whereabouts must be determined, the documentation can be used to help resolve the situation.