



Albemarle High School
2775 Hydraulic Road
Charlottesville, VA 22901
Phone: (434) 975-9300
Fax: (434) 974-4335

STUDY HALL RELEASE FOR SENIORS ONLY

Seniors and their parents or guardians should review and complete this form to apply for release from study hall. Granting release from study hall means giving permission for seniors to leave school grounds during their study hall period. Key to this process is determining whether the senior is *on track for graduation*, meaning that seniors have earned the required class credits through junior year and have verified credits for all required SOL tests. Senior Study Hall Release will not be granted to seniors who are not *on track for graduation*.

Once granted release from study hall, seniors who do not adhere to the following procedures will have disciplinary consequences, including but not limited to revocation of Senior Study Hall Release.

Note: This procedure is in lieu of the usual check out process that allows students to leave school only when a parent provides specific written permission for an event. The school verifies those written messages by telephone. No phone verification will occur for Senior Study Hall Release once this process is completed.

It is understood that:

1. The student or a parent/guardian provides the transportation.
2. A student may not transport another student.
3. Once granted, it is expected that more often than not, students are not on campus during their study hall release. Note: Student attendance will no longer be recorded in study hall as the student's name will be removed from the study hall roster for attendance purposes.
4. Students remaining on school grounds during study hall must report to the study hall room or other location to which they have received prior written permission to stay.
5. As always, students need to allow sufficient time when reporting to school in order not to be late for class.
6. A student will be marked tardy if he/she arrives to class within 15 minutes after the class bell. The student will be marked absent if he/she arrived to class 15 minutes after the class bell. Multiple tardies to the class period following study hall release may result in suspension or revocation of study hall release.
7. Once the student has the official permission to leave during study hall, he/she need not sign in or out at the attendance office for the study hall period.
8. A student who fails to follow these instructions may face disciplinary consequences and/or have this privilege revoked.
9. A student whose academic performance jeopardizes their progress toward graduation will have this privilege revoked.
10. Parents maintain the authority to suspend or revoke study hall release on demand.

Finally, it is understood that once the study hall release is granted, the school is no longer responsible for the student's whereabouts during the study hall period.

If you have any questions, please contact Mrs. Heather Charles, Office Assistant to administrators, at hcharles@k12albemarle.org or 974-4303. You may also contact Mrs. Lee Lopez-Mendoza, Attendance Coordinator, at llmendoza@k12albemarle.org or 974-4320.

For your convenience, please select one of the following options to complete this process.

OPTION 1 – Email

1. Student and parents or guardians review and complete this form together.
2. Parent or guardian sends email to Mrs. Mendoza to request Senior Study Hall Release.
3. Email must include full parent or guardian name, full name of senior student, and student email and should include any questions you have about Senior Study Hall Release.
4. Student brings this completed form to Mrs. Mendoza in the attendance office.
5. These requests will be processed each Friday beginning August 26, and we will respond to the parent or guardian email and email the student with confirmation of the student's status for graduation and answers to any questions.
6. This reply email will either grant, deny, or put on hold study hall release.

OPTION 2 – Phone

1. Student and parents or guardians review and complete this form together.
2. Student visits Mrs. Mendoza in the administrative offices to set up a meeting with Mrs. Mendoza. This meeting may not occur during a student's instructional or class time.
3. The meeting will take less than 10 minutes.
4. Student brings this completed form to the meeting.
5. At the meeting, Mrs. Mendoza will call a parent or guardian to review the procedures listed in this form, confirm the student's status for graduation, and address any questions.
6. At the end of the meeting, study hall release will be granted, denied, or put on hold.

OPTION 3 – Meeting

1. Student and parents or guardians review and complete this form together.
2. Parent or guardian contacts Mrs. Mendoza to set up a meeting with her.
3. The meeting will take less than 10 minutes and should include the student and at least one parent or guardian.
4. Bring this completed form to the meeting.
5. At the meeting, we will review the procedures listed in this form, confirm the student's status for graduation, and address any questions.
6. At the end of the meeting, study hall release will be granted, denied, or put on hold.

Please PRINT in this section

Student Name (full name): _____ Study Hall Period _____

Student Email: _____

Parent/Guardian Name: _____

Telephone: (Home) _____ (Work) _____ (Cell) _____

Parent/Guardian Email: _____

By signing this form, I am acknowledging that I have read, understood, and agree to the procedures for Senior Study Hall Release.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

To be completed by Senior Administrator:

Approved Denied On Hold Date: _____ Initials: _____