

2009-2010 Weekend Off-Campus Permission Guidelines

Weekends away from campus may only be taken when a student has fulfilled his/her school commitments. For most students, school commitments do not end until Saturday afternoon/evening depending on their involvement in a particular afternoon sport/ activity.

A student must complete a weekend card signed by their current teachers, coach, or activity leader, dorm parent, and advisor, with final permission from the Dean of Students. **The weekend card must be presented to JoAnn Hicks who is located in Maxwell Savage by 1:30 PM on the Thursday prior to the weekend.** Late or incomplete weekend cards will not be accepted and travel away from campus will be denied. A student leaving for a weekend without a completed weekend card or without parental permission will be subject to a violation of school rules. A student's weekend permission may be denied at any time by a Proctor faculty member.

Parents must call, fax or email permission to the school by **1:30 PM on Friday** in order to verify the weekend plans. There is no "blanket permission" for weekends and permission must be granted specifically for each weekend. Parents of international students, please refer to the International Student Travel Permission Form. To grant weekend permission, parents should contact JoAnn Hicks:

Phone: 603 -735-6000
Fax: 603-735-5129
E-mail: joann_hicks@proctornet.com

Much friction regarding weekend travel can be avoided by following these procedures. We ask that parents respect the guidelines for weekend travel and do not override this system by calling the school at the last minute to grant weekend permission or take their child home without having completed the weekend card process. Special circumstances should be directed to Anne Swayze, Assistant Head of School at 603-735-6203.

Specific details regarding Proctor's weekend policies are outlined in the Green Book/Student Handbook. Students and parents are responsible for reviewing these policies.

Please call or email Anne Swayze, Assistant Head of School and Dean of Students, with questions or comments regarding weekend policies or related issues: 603-735-6203 or 603-731-1306 or Anne_Swayze@proctornet.com

Please sign this acknowledgement, **keep a copy for your records**, and return to the school at your earliest convenience.

We have read and understand the 2009-2010 Weekend Off-Campus Guidelines. We understand that there are sign-out procedures to complete before a student can leave campus following his/her last school commitment, and that parents must call, fax or e-mail the school by 1:30 PM on the Friday prior to a student's departure.

We also understand that failure to comply with the stated guidelines can result in a denial of weekend travel and could result in a Minor Violation.

Please print student's name: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please sign, date, and return this form to Anne Swayze, c/o Proctor Academy, P.O. Box 500, Andover, New Hampshire 03216-0500.