

Manheim Township High School Senior / Junior Privilege Late Arrival, Early Release, and Club Early Release

2nd Semester

Student Application for Senior / Junior Privilege

2025/2026

Please check off and complete information for all *Study Hall periods* from which you are requesting release:

Late Arrival is available to any senior or junior in good standing who does not have a class 1st (possibly 2nd) period.

- 1st Period (Study Hall Teacher Name _____) _____ Approved / Denied by Admin
 2nd Period (Study Hall Teacher Name _____) _____ Approved / Denied by Admin

Early Release is available to any senior or junior in good standing who does not have a class 7th (possibly 6th) period.

- 6th Period (Study Hall Teacher Name _____) _____ Approved / Denied by Admin
 7th Period (Study Hall Teacher Name _____) _____ Approved / Denied by Admin

Club Early Release is also available to all seniors/juniors, regardless of their academic standing, during Club periods.

- _____ Approved / Denied by Admin
 I want to remain in my **Current Club, which is** _____
 I want to **drop my Current Club** _____ **and change to early release**

I request permission for **Senior/Junior Release** privileges on any days that I do not have a class 1st, 1st/2nd, 6th/7th or 7th period as listed above. I understand that approval may be granted for some or all of the class periods requested above, and **that these privilege(s) will not be in effect until I am notified via email by the office staff.**

I have read and understand all of the requirements of the **Senior/Junior Release Policy** regarding this privilege (see reverse) and agree to abide by them. I also understand that this privilege may be revoked at any time at administrative discretion or if the criteria for this privilege are not met.

_____ 11
 _____ 12
PRINT Student Name Student ID Number Grade Student Signature

****Student's school email address will be used to notify students of their application status****

*Privileges do not begin until you receive the approval email with your start date.
 It is your responsibility to check your school email for this notification.*

Parent/Guardian Permission for Student Privilege (all students must have parent permission, regardless of age)

I grant permission for the above-named student to participate in the **Senior/Junior Release** privilege program as described above. I have read the policies and regulations dealing with this student privilege (see reverse) and agree to support them.

_____ 11
 _____ 12
PRINT Parent Name Date Signed Parent Signature

THIS APPLICATION IS ONLY VALID FOR 2nd SEMESTER.

Late arrival students **MUST SIGN IN** each day when they arrive. Early Release students **SIGN OUT** when they leave.

Office use only: <input type="checkbox"/> DEBT <input type="checkbox"/> DISC <input type="checkbox"/> ATT <input type="checkbox"/> GRADES <input type="checkbox"/> SCHED <input type="checkbox"/> CRP <input type="checkbox"/> Owes <input type="checkbox"/> Complete <input type="checkbox"/> No Debt <input type="checkbox"/> Not started/In Progress	_____ DATE REC _____ NOTIFIED _____ EFFECTIVE DATE Add to: <input type="checkbox"/> Google Sheet list <input type="checkbox"/> Sign-in
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Manheim Township High School Senior / Junior Privilege Late Arrival / Early Release Policy

Seniors and Juniors who are in good academic, disciplinary, and financial standing who do not have classes during 1st, 2nd, 6th, 7th or Club period are eligible for **Senior /Junior Privileges**. Additional class periods may be requested if your schedule allows. You must remain in the building for lunch periods unless that is a part of your release privilege as noted on your application.

Senior / Junior Late Arrival / Early Release privileges are an opportunity for students to be positive role models in the community and high school. Compliance with all school rules and the maintenance of acceptable academic performance will allow students to be leaders for the entire student body.

Definitions:

Good Academic Standing is defined as maintaining a passing grade in ALL subjects. At the beginning of the second marking period, good academic standing includes passing grades in all subjects and having completed a Career Readiness Portfolio.

Good Disciplinary Standing is defined as being in continual compliance with the rules of the high school. Disciplinary standing also includes **students complying with attendance policies and requirements**.

Good Financial Standing is defined as owing no debts to the high school or school district.

Stipulations & Requirements:

1. Students must submit a Senior / Junior Privilege Application form signed by both themselves and a parent (students who are 18 or older are required to have a parent signature).
2. Students must be in good academic, disciplinary, and financial standing to begin release privileges, and must maintain good standing to continue the privileges.
3. **Submission of an application is not a guarantee of approval – students must verify approval with the office before privileges begin. Allow at least 24 hours for your application to be processed. You will be notified of your approval status via your student email address.**
4. Students with **Late Arrival** privilege are expected to check in at the attendance desk and arrive on time for their first class of the day (arrive no later than the end of the class from which they are released). If they arrive on campus more than ten minutes prior to their class, they must wait in the office until their class time. Having late arrival privilege does not guarantee a parking space. All students must enter through the main office doors.
5. Students with **Early Release** and **Club Early Release** privileges are expected to **sign out in the main office before leaving the building** and campus promptly after their last class. If students wish to remain in school, they must make prior arrangements with a teacher or staff member, or they may go to their pre-assigned study hall. Students attending a study hall must remain in the study hall for the entire period.
6. Students with Early Release who select a club that meets during Club period must remain in school on Club days – students cannot leave and come back to attend their Club period.
7. Senior / Junior Privilege will not be in effect on any day where the schedule does not start with 1st period (late arrival) or end with 7th period (early release). It may also be altered during state mandated testing.
8. No schedule change will be approved for the purpose of enabling a student to qualify for senior / junior privileges.
9. Qualifying students are responsible for their own transportation to and from school. Parking is not guaranteed.
10. In the case of a loss of privilege, a student will attend their original study hall.
11. Qualifying students may lose their privilege for a term of days depending on the basis of deficiency:
 - a. Academic: until the beginning of the next marking period or mid-point of the subsequent marking period, whichever comes first. For the privilege to be reinstated, the student must be in good academic standing.
 - b. Disciplinary: loss of privilege will be the decision of the student's principal. Any disciplinary offense may result in loss of privileges. Students who lose their privilege may request reinstatement of the privilege from their principal.
 - c. Financial: students may resume their privilege immediately upon paying any debts or fees to the high school, or returning items owed (i.e., books, uniforms, etc.).
 - d. Career Readiness Portfolio (CRP): CRP must be completed by the start of Semester 2. Proof of completion is required (CRP submitted to and approved by the counseling office). The CRP requirement is waived for juniors.
12. **Students will be approved for privileges for a term of one (1) semester. Students who have been granted privileges for the first semester will need to re-apply for the second semester. Students who did not have privileges during the first semester may apply for the second semester if their schedule allows and they meet the above requirements.**

*Note: If optional school-time insurance has been purchased for the qualifying student, then the following changes are to be understood: If the qualifying student participates in **Senior/Junior Release** privilege, his or her official start/end time for school adjusts according to the bell schedule for the day. For example: a student with **release** privilege would have an end time at 1:35 PM on a traditional day, 1:52 PM on a two-hour delay, and so forth. The schedules are posted in classrooms, online and in the Student Handbook.*

Rev. 8/1/2025