

CCTL Procedure & Privilege Reminders

Absent from or late arrival to school

- Remember to sign in at the office upon arriving at school to receive an admit slip.
- Early dismissals: Remember to sign out at the office. Do not leave campus without signing out
- Tardy to class blocks: Report to the office for a tardy slip

Early Release Fridays

- Release time is 1:00 pm See the calendar for dates. Each class block is shortened on those Fridays. See the bell schedule.

12th/13th Graders

- Sign in at the office immediately upon arriving to campus; sign out immediately prior to leaving campus.

9th, 10th, 11th Graders

- Must remain on campus from 7:55-3:00 pm

CCTL Privileges

Senior/Super Senior Privileges

- Modified Schedule
 - May arrive prior to start of first class; sign-in at the office
 - May leave when last class is over; sign-out at the office
- Unstructured Seminar and no seat-time for online college classes
- Optional downtown lunch Monday-Friday; extended Friday lunch (for a designated 50 minutes)
 - Must have a signed parent release in the office
 - Must sign out when going downtown/sign back in when returning
 - Stay within CCTL lunch time (unless arranged prior due to college classes)
 - DO NOT DRIVE

Junior Privileges

- Unstructured Seminar, except for seat-time for online college classes
- **Spring Semester:** Senior modified schedule begins mid-April
 - earned through meeting specific requirements
- Optional Downtown lunch Monday-Friday; extended Friday lunch (for a designated 50 minutes)
 - Must have a signed parent release in the office
 - Must sign out when going downtown/sign back in when returning
 - Stay within CCTL lunch time (unless arranged prior due to college classes)
 - DO NOT DRIVE
- Lunch on campus away from the CCTL metal building, including the Student Union

Sophomore Privileges

- **Fall semester:** optional Thursday downtown lunch
 - Must have a signed parent release in the office
 - Must sign out when going downtown/sign back in when returning
 - Stay within CCTL lunch time
 - DO NOT DRIVE
- **Spring semester:** optional Wednesday & Thursday downtown lunch
- Lunch on campus away from the CCTL metal building, including the Student Union

Freshmen Privileges

- **Spring semester:** lunch on-campus away from the CCTL metal building, including the Student Union

**Privileges are earned by good attendance, discipline, and grades.*

**Privileges may be revoked for the same reasons.*