Under normal circumstances, students may sign-out overnight on Friday and Saturday nights only.

Students wishing to go home for the weekend may sign-out after their classes have concluded for the week. (If driving or riding with someone other than their parent/guardian, they must complete an Overnight Trip Home Request form at least 48 hours prior to their anticipated departure and must have the appropriate driving/riding permission.)

Students wishing to sign-out to stay overnight with someone other than their parent/guardian must have on file parental permission with the Student Information and Permission Form and complete an Overnight Trip Request form. This policy will not differ for students who are 18 years of age or who have been emancipated from their parent/guardian because the key issue is a duty-risk analysis as is enunciated in Louisiana law.

OVERNIGHT TRIP REQUEST FORM

This form is completed by the student each time he or she wishes to stay overnight off-campus with someone other than his or her parent/guardian. The required form is available on the LSMSA website.

The following procedures will be strictly followed:

1. Students wanting to stay with someone other than parents/guardians must have overall permission for overnight trips (Student Information and Permission Form).
2. A student who does not have permission for overnight trips from his or her parents/guardians must have written parental permission mailed or faxed to the school before an Overnight Trip Request can be considered.
3. With this permission, students then submit a completed Overnight Trip Request form not later than 48 hours prior to the trip.
4. Once the Overnight Trip Request form is submitted, someone from the residential life staff will contact the student's parent/guardian and the host to verify approval for the trip.
5. Each time a student leaves for an overnight stay, he/she must sign-out in the residence hall office and receive a student life advisor's approval. Students have individual overnight cards in the residence hall office. These cards will be sent home to the parent/guardian each semester at the parent/guardian's request.
6. The student affairs office will periodically check to see if the student has behaved appropriately while a guest with the designated family. Inappropriate behavior may result in the student losing his/her visiting privilege.
7. The parent/guardian of students requesting to check out of the residence hall after 8:00 p.m. will be contacted.

Students must return to campus by 9:00 p.m. on the night prior to a school day. Ordinarily this would be a Sunday night.