

# Student Lateness Procedure Memo

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Arriving to school on time is paramount to success and being able to settle into the proper frame of mind as the instructional day begins. In our continued attempts to address lateness, we would like to familiarize you with our collaboratively created lateness procedure:

1. Homeroom begins at 8:20 a.m. Any student who is not in Homeroom by this time is late.
2. Students arriving to school between 8:20 a.m. and 8:30 a.m. should report directly to Homeroom. They will be marked tardy (T) for the day.

Only a signed note will excuse a student. If a child arrives with a signed note, please mark the student late, and put the note in the homeroom folder.

- If there is no note, please adhere to the following guidelines:

- \* **1st-3rd Lateness:**  
Verbal Warning from the homeroom teacher with notation in Infinite Campus.
- \* **4th Lateness:**  
Phone call to Parent/Guardian through Main Office. Homeroom teacher please email facts to Ms. Milana.
- \* **5th + Lateness:**  
A same day Lunch Detention will be issued. Following homeroom, the homeroom teacher will immediately email the Deans. The Deans will inform the student and implement the detention.

- - Persistent lateness will be dealt with by the administration on a case-by-case basis.

3. Students arriving after 8:30 a.m. should report to the Main Office to sign in. Students must have a written note from home excusing the lateness. Lateness after homeroom will be looked at as a separate matter.