

Lateness to School/Class

1st Offense (3rd Lateness)	1 Administrative Detention, parental contact will be made
2nd Offense (6th Lateness)	3 Administrative Detentions, parental contact by phone, email, or through a conference arranged in cooperation with the Guidance Counselor
3rd Offense (9th Lateness)	5 Administrative Detentions, parental contact will be made, and no credit for work missed due to unexcused lateness
4th Offense (12th Lateness)	3 Hour Detention, parental conference required, no credit for work missed due to unexcused lateness

A minimum of 1 to 3 days internal Suspension will occur after the fifteenth (15th) lateness and a parental conference with the principal will be required.

Students who arrive late to school (unexcused) and miss more than half the class period, will be considered cutting and will be charged with an unexcused absence from class. Disciplinary action will follow those procedures described for cutting class. (See Section VI)

If a student is late to school, that student is subject to discipline as outlines in the discipline policy. (Three (3) lateness's to school will equal one (1) day of absence. Three (3) early dismissals from school will equal one (1) day of absence.) (See Policy 5230)