

LATE ARRIVAL/EARLY DISMISSAL APPLICATION

Late arrival and early dismissal are privileges extended to junior and senior students with good attendance in excellent disciplinary and academic standing. **These privileges are offered as a courtesy to students. Administration may revoke the privilege at any time for failing to uphold the established guidelines or experience a decline in attendance, discipline or academics.**

Late Arrival Guidelines:

- ✓ Report directly to the office upon arrival on campus.
- ✓ Sign in at the office and report to 2nd period by the start time of 8:49. Remember to leave enough time to get materials out of your locker if needed.
- ✓ Repeated failure to arrive to school on time will result in disciplinary action and/or revocation of the privilege.
- ✓ If there is a need for you to be in the building for first period or more than ten (10) minutes before the start of your first class, you must report to your originally assigned study hall until the bell rings for the end of homeroom/first period.

Early Dismissal Guidelines:

- ✓ Students may leave directly at the end of 7th period. There is no need to sign out in the office.
- ✓ If you need to remain on campus past your last assigned class to work with a classroom teacher, independently or collaborate with peers, you must report to that teacher or your originally assigned study hall. If you intend to utilize the library, you must follow all library rules as if you were reporting from study hall.
- ✓ Students may not stay on campus during the early dismissal without being properly supervised by a staff member.

Place a check next to either Late Arrival or Early Dismissal to indicate which one you wish to have.

Late Arrival

Early Dismissal

I have read, understand and agree to abide by these guidelines.

STUDENT NAME

Grade

Student Signature

Date

I have read, understand and agree to my child being released from school under these guidelines and assume all responsibility for him/her when they are not on campus.

Parent/Guardian Signature

Date

