TARDIES AND EARLY DISMISSALS

LATE ARRIVAL TO SCHOOL
Any student who arrives late to school will enter through the attendance office. If a student arrives to school less than 10 minutes late, he/she will be assigned a detention. If a student arrives to school more than 10 minutes late, he/she must report to the Attendance Office. He/she should have a note from a parent/guardian and present it to the Attendance Secretary. The student will sign-in and be given a note to enter class. A student may not enter first period class after the first 10 minutes without a note from the Attendance Office. If a student arrives late to school and the note is unexcused, detention will be assigned and the student will be considered absent if the student is more than 20 minutes late. If a senior is more than 20 minutes late to a class, they will be counted absent, receive a detention, and the absence will count toward their senior exemptions.

EARLY DISMISSALS
For an early dismissal to be excused, the student must do the following:
- Provide written notice to the Attendance Office upon arrival at school.
- Notice must include the following: Student’s Name – First and Last Date & Time of Dismissal; Reason for Dismissal; Phone Number Where Parent/Guardian can be reached to verify.
- Pick up Early Dismissal slip; – Sign out prior to departure from school; Sign in if returning to school the same day; and — Show proper documentation upon return to school.
- A parent must come in and show a photo ID to sign the student out if the request is not submitted prior to 7:30 am. No phone calls, emails or faxes requesting early dismissals will be accepted.
- No student will be allowed to sign out after 2:00 pm.
- Early dismissals will be granted for the following:
  - Pre-arranged absences.
  - Illness (Students who become ill during the day need to report to the school clinic).
  - Students may not excuse themselves from school.
  - Illness of immediate family member that requires absence of the student (medical doctor’s note may be required).
  - Death of an immediate family member.
  - Religious holiday that is regularly observed by persons of the student’s faith (note from religious leader may be required).
  - Doctor appointment (doctor’s note required).
  - Court appearance (court document showing date and time required).
  - DMV visit to obtain driving permit or license.