

CDDHS ATTENDANCE POLICY

Lates

All students, regardless of age, who arrive late for class after the bell, have chosen to receive the following consequence(s):

Number of Unexcused Lates	Response/Consequence
1-2	Teacher may provide a warning and will begin to implement progressive discipline.
3-5	Teacher will contact home and assign detentions for each late. Other consequences the teacher feels will be effective/appropriate may be assigned.
At this point a student can, "wipe the slate clean", if they serve the assigned detentions and remain late free for the next two weeks. The "wipe the slate clean" option is a one-time only opportunity.	
5 +	Student will be referred to the Administration. Parents will be contacted. Further progressive disciplinary measures will be undertaken. For example: Contract, In- School Suspension, Parent meeting, Out-of-School Suspension.

Students arriving late to school, any period, for LEGITIMATE reasons should report to the main office for an admit slip. Examples include Late bus, doctors appointment etc. The admit slip will verify and indicate the legitimate reason for being late and teachers SHOULD mark the student late for class in Maplewood. (the reason "excused" will be recorded on the office attendance.)

** If students are late due to a late bus, DO NOT mark student late in class attendance.

Student arriving late to class, any period, for NON-LEGITIMATE reasons should report directly to class. Students who come to the office for an admit slip will not receive one (since they do not have a legitimate reason) and will be directed to class. Upon late arrival to class students should quietly enter the class causing no disruption in the learning environment. Student will fill in a form or LATE LOG (sample attached) to record their reason for being late. At an appropriate time during class or at the end of the period teachers will review the reason for late and assign consequences if appropriate as indicated in the above chart. Students with chronic lates whose teacher's consequences have not been able to improve the behavior may be referred to an administrator for further follow-up.