

**CHRIST THE KING CATHOLIC SECONDARY SCHOOL
LATE POLICY
2010-2011**

1. Students who arrive late to school due to an appointment etc. must come to the Attendance Office, with a note from a parent/guardian, in order to obtain an admit-to-class slip. Students who have parental approval for appointments etc. will then be admitted to class.

FOR ALL OTHER LATES:

2. Students who are less than 20 minutes late to any class AND who have **less than 5 lates** to that class are to go directly to the class and the teacher will deal with the matter in the following manner:
 - 1st Late: teacher conference
 - 2nd Late: teacher conference
 - 3rd Late: teacher conference
 - 4th Late: teacher conference **& teacher contacts the parent**
 - 5th Late: **the student is not admitted to class and is sent to the Attendance Office.** (This is considered an absence)
The student is recorded as Absent: Late-no class
 - 6th Late: **Lunch/after school detentions**
 - 7th Late: **Lunch/after school(s) detentions**
 - 8th + Late: **Withdrawal from school and/or suspension(s) at the discretion of school administration**
3. Students will not be allowed into class if they are **more than 20 minutes late** without parent verification. Such students **MUST** report to the Attendance Office and will be recorded as **Late - no class**. The student may be sent back to class at the discretion of the classroom teacher and administration.

The late policy is intended to ensure minimal disruption to our learning environment and to promote self-discipline and time management skills.