

Marion L. Steele High School
Application for Late Arrival
SECOND SEMESTER

Late Arrival is a special privilege for juniors and seniors who have consecutive study halls at the beginning of the day. Student schedules will not be changed to accommodate Late Arrival privileges. Late Arrival privilege is by parental permission only, unless the student is an independent adult and students must be enrolled in at least five (5) credits for the school year. It is the responsibility of the student and parent/guardian to ensure athletic eligibility and credit status prior to applying for Early Release. Eligible students must turn in the Late Arrival application by **Monday, December 16, 2019** to Mrs. Doeher.

In order to apply for and maintain their Late Arrival privilege, students must:

- be on target to graduate
- display consistent attendance (this includes tardies to school)
- remain in good academic standing (C- or better)
- abide by the Marion L. Steele Student Code of Conduct (this includes detentions earned from tardies)

The following guidelines must be adhered to by all students who are participating in Late Arrival.

1. On certain days, due to different schedules, a student may be expected to report to class at a different time. This will be communicated to students in advance.
2. A student who has Late Arrival is subject to tardy procedures as outlined in the Marion L. Steele Student Handbook.
3. Students with Late Arrival must understand that parking may be difficult to find since the majority of students are already in school. However, this does not give any Late Arrival student permission to park outside the designated student parking areas. Please see the Student Handbook for approved parking locations. Disciplinary action will be taken for parking violations.
4. Students must arrive and sign-in correctly in the cafetorium at the following times.

Period Arriving	Arrival Time	Tardy (sign-in in the cafetorium)
1	8:13 - 8:28	8:29 - 8:32
2	9:00 - 9:15	9:16 - 9:29
3	10:00 - 10:12	10:13 - 10:16
4	10:44 - 10:59	11:00 - 11:02

5. Doors lock promptly at the end of the tardy window. Anyone who arrives after that must sign in at the front desk.
6. Students with Late Arrival after 4th period must enter through the main doors and sign-in correctly at the front desk.
7. Late Arrival is a privilege and may be revoked at any time by school administration.

Once the application has been approved, students will be notified by their school counselor and have Late Arrival placed on their schedule. Students may not arrive late until their application has been approved and their schedule has been updated by their school counselor.

Student Name: _____ Grade: _____

Period(s) you are applying for Late Arrival (circle all): 1 2 3 4 5A 5B 5C 5D 6

I understand and agree to abide by the Late Arrival regulations as described in this application. Furthermore, I understand that if I do not abide by these regulations this Late Arrival privilege may be revoked.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Office Use Only:

Date Received & Initials: _____ _____ Approved _____ Disapproved Counselor Initials: _____