

Marion L. Steele High School
Application for Late Arrival
2019-2020

Late Arrival is a special privilege for juniors and seniors who have consecutive study hall periods at the beginning of the day. Eligible students must turn in the Late Arrival application by **Wednesday, September 4, 2019** to Mrs. Doehr.

In order to apply, students must:

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

It is the responsibility of the student and parent/guardian to ensure athletic eligibility and credit status prior to applying for Early Release.

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

1. Students must be enrolled in five (5) credits for the school year.
2. Student schedules will not be changed to accommodate Late Arrival privileges.
3. Late Arrival privilege is by parental permission only, unless the student is an independent adult.
4. 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 the students in advance.
5. A student who has Late Arrival is subject to tardy procedures as outlined in the Marion L. Steele Student Handbook.
6. Students with Late Arrival must also 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 designated student parking areas. Please see Student Handbook for approved parking locations. Disciplinary action will be taken for parking violations.
7. Students with Late Arrival after 1st period must arrive and sign in correctly between 8:13-8:28 in the cafeteria. Doors will lock promptly at 8:28 am.
8. Students with Late Arrival after 2nd period must arrive and sign in correctly between 9:00-9:15 in the cafeteria. Doors will lock promptly at 9:15 am.
9. Students with Late Arrival anytime after 3rd period must enter through the main doors and sign in correctly at the front desk.
10. 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 updated by their school counselor.

Student Name: _____ Grade: _____

Semester (circle one): 1st 2nd

Period you will be arriving (circle one): 2 3 4 5A 5B 5C 5D 6 7

Reason for Late Arrival(circle one): Study Hall LCCC JVS

I understand and agree to abide by the Late Arrival regulations as described on 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: _____