Students who arrive after the late bell will report to the attendance office to get a late pass. If the student attempts to enter the class without a pass please refer them back to attendance office.

**Excused**

1. Student is given a tardy slip.
   - Student may only enter class with a pass.

2. Students with excessive tardies will be referred to Asst. Principal.
   - Parent contact will be made.

**Non-excused**

1. Students is given a tardy slip & assigned lunch detention for the same day. The list will be created and documented in Power Schools by Ms. Arjona in the attendance office. Student will return to class.

2. A. Student attends Lunch Detention
   - Excused
   - Meet with Ms. Arjona
   - Attendance Record Documented
   - Lunch Detention 2nd Chance is assigned

3. B. Student absent from Lunch Detention
   - Defiance
   - Failure to attend Lunch Detention @ 2nd Chance
     - Ms. Arjona sends name to Ms. Wilson for AP
     - Ms. Wilson informs parents -w- 24 hr notice
     - After School Detention assigned as 3rd Chance
     - Failure to attend results in AP Referral

4. AP will contact parent, student will be directed to attend Saturday school or face suspension.

5. If student fails to attend: 1 day suspension
   - Defiance