



## St. Bonaventure's College Late to Class Policy

### Late arrivals

Students are expected to be in their homeroom before the 8:45 am bell.

Students who arrive after the 8:45 bell will go directly to the office and will be issued a late slip then proceed to homeroom.

Three morning lates will constitute a conference with the Assistant Principal (Students). Appropriate consequences will be administered at the discretion of the Administration.

Parents will be notified (via email) after the second unexcused late informing them that should a third late occur a 30 minute detention will be administered.

Detentions will take place 3:15-3:45 pm on Friday of each week and take place in the Resource Room.

Failure to comply with the late policy will result in suspension / expulsion from St. Bonaventure's College.

### Late to class

The following is the procedure for students who arrive late to class.

1st Late: teacher conferences with the student and records the late.

2nd Late: teacher conferences with the student to inform them that an email will be sent to their parent advising them that the next late will result in a follow up conference with the Assistant Principal (Students). Please cc The Assistant Principal (Students) and Principal on the email.

3rd Late: the student is *not admitted* to class and is sent directly to the Office. The Assistant Principal (Students) will contact the parent for a meeting and find a solution. Appropriate consequences will be administered at the discretion of the Administration.