



New York City Department of Education

Long Island City High School

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School Wide Policy for Lateness

Lateness

In order to help promote punctuality to school and to class it is necessary to implement a school wide lateness policy. When students scan in to the building late, they will receive a late pass to be handed in to their teacher. **Teachers will be at the classroom urging their students to enter timely. Teachers must require all students to sign the classroom late log anytime they enter class after the late bell.** Late logs must be reviewed on a regular basis to ensure proper interventions and consequences are administered. The chart below shows our new progressive discipline policy for lateness. Lateness is per class, not a daily total.

Number of Class Lateness'	Time Frame	Action Taken
1-2 class lateness'	1 week	Verbal warning, teacher phone call home and documentation on Skedula.
3-4 class lateness'	2 weeks	Action above and referral to Behavioral Support Teacher via Skedula, BST student conference.
5-6 class lateness'	3 weeks	Actions above and parent conference, referral for lunch detention with writing assignment.
7-9 class lateness'	4 weeks	Actions above and referral to Head Deans, Social Worker and Support Staff, referral for before or after school Beautification

Any staff member that meets with a student should provide that student with a pass to their next class or assigned location.

Each class should begin with an engaging activity that will promote punctuality.