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**DC-G LATE ARRIVAL-EARLY OUT PROCEDURE FOR THE**  
**2016-17 SCHOOL YEAR**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Seniors are only required to arrive at school in time for their first class and may leave at the end of their last class. Juniors that have study hall either 1st or 8th hour may either arrive late or leave early. The computer will schedule all classes. Juniors and seniors will not be allowed to change classes just to get 1<sup>st</sup>, 8<sup>th</sup> or other certain periods free.

Expectations:

- Parent/guardian must sign the permission form.
- The student is expected to maintain C's or above for grades. See below.
- The student is responsible for making contact with the counselor for such things as college visits, scholarship applications, scheduling for the next year, etc.
- The student must remain in good standing relating to attendance and discipline policies of the school.
- The student is not to be in the school more than ten minutes prior to the start of class and shall leave the school within ten minutes after their last class, unless he/she is with a staff member or reports to study hall. If the student reports to study hall, he/she is expected to follow all study hall rules. A student will receive one warning. On the second warning, the late arrival and/or early dismissal will be revoked and the student will be assigned to study hall for the remainder of the quarter.

This privilege will be revoked for individuals in the following situations:

- Having received two or more progress reports (not including band, vocal, or PE)
- Having received a progress report in the same class two notification times in a row. (In both cases progress reports include D's or F's on report cards)
- Being in the building during early release/late arrival time without supervision of a staff member
- Missing more than eight days, for any reason, in any one semester.

I have read and understand the above rules. By signing this sheet, I agree to comply with all of the above rules.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

As the parent of the above student, I have read the rules and agree to allow my son/daughter to take part in this program.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)

Juniors: If you have 1<sup>st</sup> and 8<sup>th</sup> hour study hall, please indicate which period you would like late arrival or early release. 1<sup>st</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_