



HIGH SCHOOL OF AMERICAN STUDIES
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POLICY ON LATENESS AND CUTTING

As a faculty, we are concerned about the number of students who arrive, without excuse, late to school and/or to class. In the past, apart from having to sign the late log, there were few, if any, consequences for unexcused lateness. As a result, lateness has become a problem in our school, and we have consequently found it necessary to write the following policy on lateness and cutting. This policy takes effect today.

Students who are, without excuse, late to school or to class or who are discovered to have cut all or part of a class or classes will be assessed *points*, as per the table below:

<i>Infraction</i>	<i>Definition</i>	<i>Point Value</i>
Unexcused lateness	less than 20 minutes late to school or class	1
Late cut	20 – 40 minutes late to school or class	2
Cut	41 – 55 minutes to school or class	3

Points will not be assessed for *excused* lateness. In order to have a lateness classified as excused, the student must bring a written note, signed by a parent, medical professional, or teacher, which states an *acceptable* cause for the lateness. Students will also be excused for *confirmed* transportation delays.

Students who have accumulated three or more points will be assigned a penalty, as listed below. Points may be cleared once the penalty has been fulfilled, except that students who accumulate twelve or more points during any given semester will be assessed the additional penalty noted below.

Three points

- one fifty-five minute detention is assigned
- the student has one day to schedule and one week to serve the assigned detention
- if the detention is not served within one week, the student will be prohibited from participation in all clubs (except tutoring), activities, sports, and trips until the detention has been served

Nine points

- three fifty-five minute detentions are assigned
- the student has one day to schedule and one week to serve the assigned detentions
- if the detentions are not served within one week, the student will be prohibited from participation in all clubs (except tutoring), activities, sports, and trips until the detentions have been served

(OVER→)

Eighteen points

- six fifty-five minute detentions are assigned
- the student has one day to schedule and two weeks to serve the assigned detentions
- the student will be prohibited from participation in all clubs (except tutoring), activities, sports, and trips for a period of one month
- after one month, the student may apply to have the ban lifted
- the ban will be lifted upon consideration of the student's record of attendance, lateness, and behavior throughout the period of the ban

Twenty-five points

- nine fifty-five minute detentions are assigned
- the student has one day to schedule and two weeks to serve the assigned detentions
- the student will be prohibited from participation in all clubs (except tutoring), activities, sports, and trips for a period of five months (i.e. half of the school year)
- after five months, the student may apply to have the ban lifted
- the ban will be lifted upon consideration of the student's record of attendance, lateness, and behavior throughout the period of the ban

As stated earlier, points will be cleared after serving the required number of detentions. However, any student who has accrued twelve or more cumulative points during a given semester will be prohibited from participation in all clubs (except tutoring), activities, sports, and trips for a period of five months (i.e. half of the school year); the ban will be lifted upon consideration of the student's record of attendance, lateness, and behavior throughout the period of the ban.

All other disciplinary infractions will be investigated as per the guidelines in the New York City School Discipline Code.

If an infraction results in the assignment of one or more detentions, then:

- the student has one day to schedule and one week to serve the assigned detention(s)
- if the detention(s) is/are not served within one week, the student will be prohibited from participation in all clubs (except tutoring), activities, sports, and trips until the detention(s) has/have been served

If an infraction results in the assignment of in-school or out-of-school suspension, then the student will be prohibited from participation in all clubs (except tutoring), activities, sports, and trips for a period of one month to five months, depending on the severity of the infraction. At the end of the designated period, the student may apply to have the ban lifted. The ban will be lifted upon consideration of the student's record of attendance, lateness, and behavior throughout the period of the ban.

Detentions are recorded on in-school records only. Suspensions *may* be noted on the student's permanent record and reported to colleges, depending on the severity of the incident.

The principal (or assistant principal) and deans will meet as a committee in order to consider all requests to lift the ban on participation in school activities, once the period specified has expired. (If, as planned, the student government constitutes a "judicial" committee composed of students and faculty, then this committee shall convene to consider all applications to lift the ban.)