



# LATE POLICY 2017-18

**To call your child in sick or tardy (for example, due to a doctor's appointment):** parents email [attendance@latinpcs.org](mailto:attendance@latinpcs.org) and include the child's name, grade, dates/time of absence.

**As was the case last year, there are consequences for arriving at school after 8:45 am. Please note the following:**

- If a student arrives at school at 8:45 a.m., or any time thereafter, without a written explanation from a parent or guardian, he or she will be directed to return home.
- A member of the administration will call the parent or guardian, and will give the student a note should he or she be stopped by the truancy police.
- Should a student be turned away more than once in a semester, a parent or guardian will be required to attend a meeting with a member of the school administration.

We understand that things sometimes happen in the mornings, and we will certainly work with a family. But we take attendance and punctuality seriously, and see it as our responsibility to teach their importance to our students.

Please help us get students to school on time!

If you have any questions about this policy, please call your child's grade director.