

2016-17
Centennial High School
1st PERIOD TARDY POLICY

To ensure regular student attendance to first period, Centennial High School may require any student who is late to school during 1st period to submit one of the following pieces of documentation to excuse the tardy or absence:

- doctor's note
- dentist's note
- documentation verifying a court appearance

Note: All documentation related to tardies or absences can be submitted to the attendance office by the student or parent.

1st PERIOD TARDY SLIP

The following are the front and back sides of the 1st period tardy slip. All students who report to school late during first period can acquire a green tardy slip from any teacher or the attendance desk. Students are to complete this pass and submit it when they report to the 900 gym for a 15 minute lunch detention on the day of the tardy. Students who do not report for the 15 minute lunch detention will receive a "double serve" lunch detention on the following day.

FRONT SIDE

Centennial High School
1ST PERIOD TARDY SLIP
LUNCH DETENTION

Students, please fill in the information below & read the backside.

DAY(circle): **M TU W TH F** **DATE:** ____/____/____

STUDENT NAME IN Q: _____ **ID #** _____

1ST PERIOD TEACHER: _____ **RM #** _____

Was your 1st period teacher a sub (circle one)? Yes / No

For lunch detention staff use only

Attendance verified by detention supervision staff:

BACKSIDE

LUNCH DETENTION—RULES & PROCEDURES

- 1- Fill out all information on the front of this tardy slip.
- 2- Report to the 900 gym at the beginning of **YOUR** lunch (7 min. passing)
(Students who are late will receive a "double serve" the following day)
- 3- Line up in alphabetical order by last name using the letters on the gym wall.
- 4- Put away/silence all electronic devices, headphones, cell phones, etc.
- 5- Sit , kneel or stand quietly while the lunch detention staff takes attendance.

ANSWERS TO FAQ'S:

- *If you feel there is a mistake in the assigned lunch detention, speak with your 1st period teacher prior to reporting to the 900 gym during your lunch period.
- *Only written and signed notes from the 1st period teacher, admin or attendance office will be accepted to excuse a student from the computer generated list.
- *You may eat, read, study, etc. throughout the detention period.
- *Talking will result in a "double serve" the following day.
- *Students who do not serve lunch detention on the same day they are tardy to their first period class will receive a "double serve" detention the following day.