

JEFF TECH

576 VO TECH ROAD
REYNOLDSVILLE, PENNSYLVANIA 15851-6368
(814) 653-8265
FAX: (814) 653-8425

Procedures for Late Arrivals and Early Dismissals

Students are reminded that they are to be in their 1st period class by 8:13 a.m. Students who are not in their class at 8:13 a.m. are considered late for school. Early morning phone calls from parents, sleeping in, missing the bus, flat tires, etc. are not acceptable and will be considered late arrivals. Late arrivals due to illness will also be marked as late. An excuse from a parent or guardian is required if you are late for 1st period, no matter what the circumstance may be. Doctor excuses for early morning doctor appointments will be considered an acceptable excuse.

Detentions will be assigned as

follows: 5 lates = 1 detention

Each additional late will constitute an additional detention.

Upon review by the disciplinary committee, students who are chronically late and drive to school may have their driving privilege revoked for a length of time to be determined by the committee.

Please be responsible and arrive to school promptly.

If requesting an **early dismissal**, a note from the parent or guardian must be sent in the day prior to the early dismissal. The note must include what time the student will be dismissed and give a reason. Permission will be granted without a prior day notice only in emergent situations. All students must be signed out by a parent or guardian, unless permission is given for the student to drive him or herself. Students will only be permitted to leave with those we have on file. In an emergency, a note sent from the parent/guardian giving permission for someone else to sign them out will be accepted. If you need to add someone to the list on file, please have your student stop by the front office for a "Special Authorization" form.

THE SCHOOL OF CHOICE

Jeff Tech is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact our Title IX Coordinator at 814-653-8265 ext. 129 or mkmowrey@jefftech.us. Additional information can be found at the Title IX page of the Jeff Tech website at www.JeffTech.info.