



# WATERTOWN HIGH SCHOOL

324 French St., Watertown, CT 06795

Telephone: (860) 945-4810

Fax: (860) 945-3348

**Mr. Thomas Hogrefe**  
*Assistant Principal*

**Mr. Gianni Perugini**  
*Principal*

**Mrs. Nicole Cote**  
*Assistant Principal*

## 2023-2024 Senior Late Arrival/Early Release Application

**Name:** \_\_\_\_\_

In order for a senior to be granted Late Arrival/Early Release privileges, the student must meet all requirements in the areas listed below:

- Academics: All grades are maintained at 75 and above
- Attendance: Minimal unexcused absences/tardies to school and/or class:
  - Has not accumulated more than 3 unexcused tardies and/or absences to school and/or class (this also includes maintaining minimal early dismissals from school)
- Behavior: Minimal discipline infractions:
  - Has not received an in-school and/or an out-of-school suspension
  - Has not accumulated more than 3 office detentions

Please review the attendance policy and code of conduct in the student handbook.

- ❖ Students determined to meet ALL of the above criteria will earn Late Arrival/Early Release privileges.
  - This includes attendance and behavior in Remote Learning environments.
  - Late arrival and early dismissal will not begin until after the first marking progress reports.
- ❖ Students will be given Senior Privilege cards after a review of attendance and discipline data following the first marking period report cards. This Senior Privilege can be revoked if the student does not maintain the criteria listed above.
- ❖ Students who lose their Senior Privilege throughout the year will be allowed to reapply at the end of a marking period if they have met the academic and behavioral expectations.
- ❖ It is the student's responsibility to schedule a (virtual) meeting with an administrator within a week after the marking period ends to reevaluate their eligibility for Senior Privileges.

Please complete the form on the back. Both signatures are required for the form to be accepted.  
 Late Arrival/Early release privileges can be revoked at any time. Please see below:

1. Not maintaining grades of 75 or above (grades are subject to review periodically).
2. Significant number of absences/tardies to school and class.
3. Students may have their privileges revoked at the discretion of the administration at any time for not following school rules and expectations.

I understand and agree to the expectations to have late arrival and/or early release privileges listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Late Arrival:** A student may arrive at school late when their Senior Study Hall period falls at the beginning of the day. The student may report to school late without penalty up until the end of the first period each day they qualify. Please indicate below which period(s) you will be excused from by marking the appropriate periods. (Circle Day & Period)

<b>Day</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Period</b>	1	2	3	4	5	6	7	8

**Early Release:** A student may leave school early when their Senior Study Hall period falls at the end of the day. The student may only leave school early without penalty during a study hall if it falls during the last period of the day. Students with fourth lunch the period before are permitted to leave at the start of the lunch wave. Please indicate below which period(s) you will be excused from by marking the appropriate periods. (Circle Day & Period)

<b>Day</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>Period</b>	7	8	1	2	3	4	5	6

**\*\*\*RETURN COMPLETED FORMS TO MS. NAVARRA\*\*\***

Administrator Review & Approval: Grades: \_\_\_\_\_ Attendance: \_\_\_\_\_

*Watertown High School is creating a rigorous and accepting place of learning for all students.  
 We believe that our students will leave us better prepared for any success or challenge.*

