

College and Career Readiness Skills: Punctuality & Time Management

Punctuality is the quality of being on time. Time Management is the process of organizing and planning how to allocate your time between different tasks and activities. Being punctual and having efficient time management skills shows you are organized and dependable. It also enhances your reputation and reflects professionalism, attention to detail and respect. These qualities are essential for college and career success.

Okkodo and all other GDOE High Schools will be implementing a new late arrival policy to encourage punctuality and time management. Late arrival means that you arrive on campus any time after the first 50% of the 1st block or the student's 1st class. Follow the attendance guide and late arrival procedures below.

ATTENDANCE GUIDE			
If your first class of the day is:	Tardy	15% Technical Absence	50% Late Arrival
1 st Block- 1 st / 4 th Period (7:00am)	7:01-7:12am	7:13am	7:38am
2 nd Block- 2 nd / 5 th Period (8:20am)	8:21-8:33am	8:34am	8:58am
3 rd Block- 3 rd / 6 th Period (9:55am)	9:56-10:08am	10:08am	10:34am

LATE ARRIVAL PROCEDURES	
Late Arrival	Consequence
1-3 Late Arrivals 1 st Late Arrival 2 nd Late Arrival 3 rd Late Arrival	Warning Warning & notice to student/parent Warning & notice to student/ parent
4-6 Late Arrivals 4 th Late Arrival 5 th Late Arrival 6 th Late Arrival	Level 1 Offense/ Parent Conference Level 1 Offense / Work Detail (3 days) Level 1 Offense - Parent Shadow
7-9 Late Arrivals 7 th Late Arrival 8 th Late Arrival 9 th Late Arrival	Level 2 Offense / Suspension from activities/ interscholastics Level 2 Offense / 1-day suspension Level 2 Offense / 1-day suspension

