

5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

Pupils arriving late to school must report to the Main office for a tardy slip. Once class has begun, teachers will not admit pupils without a pass. Parent(s) or legal guardian(s) must call to report that their child will be late or write a note. Answering machine messages and notes should state the pupil's name, date of tardiness, and the reason for the tardiness. Repeated tardiness may result in a detention as follows: three tardies per marking period are "forgiven." The fourth tardy will result in a detention. Any subsequent tardies during the marking period in question will also result in detentions. Pupils must be in school four hours (not including lunch) in order to be counted present for a full day of school. If a pupil has ten tardies during the year, he/she will not be eligible for a perfect attendance

Ten (10) instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy No. 5410 on promotion

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

ADOPTED: 14 November 2014

