

## Policy 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.

### HIGH SCHOOL LATENESS/CHANGING CLASSES

#### Lateness to School

If a student is not in his/her homeroom when the late bell rings at 7:50 a.m. he/she is considered late to school. Students arriving late to school, after 7:50 a.m. and before 8:02 a.m., are to report directly to homeroom and are to be marked as late on the attendance sheet. Those students who arrive after 8:02 a.m. are to report to the Attendance Office, which is located on the first floor in the center of the building, across from the main front entrance of the building.

Students are permitted one late to school per month without disciplinary action. Students who are late in excess of one per month will receive an administrative after school detention for each late thereafter for that month. Chronic lateness will result in further action. Students who are late in excess of twelve days will also be subject to the V.H.S. Attendance and Late Policy.

#### Lateness to Class

Lateness to class is to be handled by the individual teacher. Detention will be held by the teacher for students who are chronic late-comers. If the problem persists, the student should be referred to the administration for further action. Students who refuse to report for detention should be dealt with severely.

Four minutes are permitted for students to pass from one class to the next. Please encourage students to move quickly and quietly to their next classroom.

Also, encourage students to refrain from loitering - especially in the hallways and connecting walkways between wings. Loitering by students, either inside or outside the building, making no attempt to report to homeroom or class on time is to be considered a serious offense.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14, 36-15, 36-25 et seq.  
N.J.A.C. 6:20-1.3

Adopted: 11 June 1997