

5240 TARDINESS AND EARLY RELEASE

The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. Tardiness and early release hinders the proper conduct of such activity, imposes a distraction which leads to a loss of instructional time for pupils properly in attendance, and denotes school time lost by the pupil.

Tardiness

High School

A student is considered late to school if he/she does not report to Period 1 by the 7:33 bell. Students who are late must sign in at the front desk and get a late pass.

Lateness will be calculated as part of the attendance points for the school year. The day will be divided by ninths, as there are nine class periods in a day. For example, if a student is late during first period, they would receive 1/9th of an attendance point.

Discipline for lateness to school will be assigned in the following manner:

5 th Late to School in Semester	2:30-3:30 Detention
10 th Late to School in Semester	2:30-5:30 Detention
15 th Late to School in a Semester	(2) 2:30-5:30 Detention
20 th Late to School in a Semester	(2) 2:30-5:30 Detention
25 th Late to School in Semester	(2) 2:30-5:30 Detention
Every 5 Lates to School after 25	(2) 2:30-5:30 Detention

Lateness to school will reset at the semester break (end of Marking Period 2) and discipline will start from the top of the list. Attendance points are cumulative for the school year and will not reset at all during the school year.

EARLY RELEASE

High School

All students must turn in notes to the main office at the time of departure and must sign out on the appropriate form before leaving the building. No student will be permitted to leave school grounds with another student prior to 2:18 p.m. Any student who leaves during periods 7, 8 or 9 for a reason that is unexcused will receive 1/3 of an absence point. Any student who leaves during periods 4, 5 or 6 for a reason that is unexcused will receive 2/3 of an absence point. Any student who leaves during periods 1, 2 or 3 for a



reason that is unexcused will be considered absent for the day and will receive a full absence point.

Students with excessive attendance incidents will be required to make up missed time during summer credit completion. Administrative discretion may be applied on a case by case basis. Days in credit completion are assigned according to time missed (attendance incidents) during the school year.

18-21 Incidents = two weeks (10 days) credit completion
22-25 Incidents = three weeks (15 days) credit completion
25-28 Incidents = four weeks (20 days) credit completion
29+ Incidents = No credits awarded and student will be retained

Parents or guardians of pupils missing 25-30 days will be notified that a conference will be required with the school Principal. The Board of Education may exclude a student with excessive absenteeism from school. This policy also applies to seniors who will not receive a diploma or participate in graduation ceremonies until credit completion is satisfied.

Letters will be sent home at 6, 12, 18 and 24 attendance incidents.

Middle School

Sixth Offense - Referral to Assistant Principal, 2 detentions, parent notification

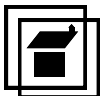
Twelfth Offense - Referral to Assistant Principal, 1 Saturday detention, parent conference

Fifteenth Offense - Referral to Assistant Principal, credit completion, possible behavior program implemented, parent conference

Pupils may attend Saturday school detention to make up time lost to tardiness.

Each Saturday in attendance shall reduce the pupil's number of tardies by one.

A fundamental relationship does not exist between summer compensatory study time and the nature of regular classroom assignments and lessons. The pupil, by his/her absence, has already missed the subjective participatory aspect of his/her regular class, and, to discourage this lack of participation, the make-up time is assessed against the acquisition of credit, not the grade received. Seventh and eighth grade pupils do not receive numerical credits for courses assigned. However, if they fall into attendance jeopardy, they must make up the lost time in the supplemental summer program.



Disciplinary action for those pupils who are late for school (tardy) is addressed in the pupil agenda book under Discipline Policy.

Early Release

The school recognizes seven situations which create a legitimate need for release from school:

1. Illness which manifested itself after having reported to school.
2. Verified appointment with a physician or dentist.
3. Driver's test with verification of appointment.
4. Court issued orders.
5. College visitation.
6. Death in immediate family.
7. Junior/Senior Prom.

For the number one and/or two above, the school nurse will review and verify the conditions. The pupil may then be released from school in accordance with prescribed procedures. The pupil shall be permitted to make up all work, and will not be counted as absent for the day. For numbers three, four, five, six, and/or seven above, a written note from the appropriate source must be submitted prior to release from school, or the time missed may count as a day absent. Unverified early dismissals may result in disciplinary actions.

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

Adopted: 20 November 2008
Revised: 25 August 2011
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