

REGULATION

VERNON TOWNSHIP SCHOOL DISTRICT

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Tardiness

R 5240 TARDINESS

A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the beginning of the school day without approval for the delay.
2. A pupil is tardy to class when the pupil reports to his/her assigned classroom or other place of instruction after the beginning of the school day without approval for the delay.
3. A pupil who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

B. Procedures for Tardy Arrivals

1. A pupil who is tardy to school must report to the school office to present a written note explaining the reason for the tardiness. The pupil must sign in and receive a late pass for admission to class.
2. A pupil who is tardy to class may be sent by the teacher to the school office to explain the reason for the tardiness and obtain a late pass for admission to class.
3. No pupil who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Discipline - High School

Unauthorized tardies to school are serious infractions of the attendance policy. Students entering school between 7:23 a.m. and 7:43 a.m. are to report directly to first period. This will be recorded as a T-20 and treated as a tardy. Students arriving after 7:43 a.m. are to report to the attendance office to obtain a late pass. This pass is to be presented to the teacher whose class is being entered late. If a student does not present a note from his/her parent or legal guardian this will be recorded as a T-20 and treated as a cut/absence. If the student presents a note from his/her parent or legal guardian it will be marked as an absence. Failure to present a pass may result in the student not being admitted to that particular class.



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Parents and/or adult students should submit a note to the attendance office to explain the reason for arriving late to school. Generally, acceptable reasons for tardiness are listed below:

1. Death in the family.
2. Religious observance.
3. Reasons deemed appropriate by an administrator.

Disposition of tardiness caused by difficulties due to snow, inclement weather or emergencies will be decided by the school administration. Students who drive to school are encouraged to use bus transportation provided by the Vernon Township Board of Education during inclement weather. Tardiness due to missing the school bus is unexcused.

Seniors who are chronically late to school will lose their driving privileges for the prescribed period of time listed below:

Juniors

- 1st Tardy - Warning
- 2nd Tardy - Loss of Driving Privilege for five days
- 3rd Tardy - Loss of Driving Privilege for ten days
- 4th Tardy - Loss of Driving Privilege for twenty days
- 5th Tardy - Loss of Driving Privilege for Remainder of school year.

Unauthorized Tardiness to Class

1. Any student reporting to class after the bell has rung is considered tardy to class. In certain isolated situations, the student may be admitted "excused" if he/she presents a note (Admit Slip) from the previous classroom teacher. Otherwise it is an unauthorized tardy.
2. Unauthorized tardies fall into two categories:
 - a. More than twenty minutes of a class missed due to an unauthorized tardy will be recorded as a class cut/absence.



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- b. Twenty minutes or less of a class missed due to an unauthorized tardy will be recorded as tardy minus twenty minutes (T-20). Should a student accumulate three T-20 marks in a class, a class cut/absence will be recorded.

Chronic tardiness to school and class is a very serious matter. Students abusing this face discipline and loss of privilege.

D. Tardiness - Walnut Ridge Primary School - Grades K-1

We would encourage you to instill within your children even at this early age, the importance of being on time. It is a valuable habit that will serve them well throughout their lives. If your child arrives at school later than 9:20 a.m. (or 1:15 p.m. in the case of afternoon Kindergarten), he/she is required to obtain an admission slip from the office prior to going to class. If you know in advance that your child will be late on a particular date, we would appreciate a note from you. If a child is tardy on a continual basis, you will be contacted in order to prevent further tardiness. Lateness is detrimental to the child who is late and also distracting for the teacher and all the other children who are on time.

E. Tardiness - Cedar Mountain Primary School - Grades 2-4

If a child is brought to school later than 9:05 a.m. (after buses have left the driveway) the parent(s) or legal guardian(s) must accompany the child to the office and sign the child in. The child will be given an admission slip prior to going to class. If you know in advance that your child will be late on a particular date, we would appreciate a note from you, as well. If a child is tardy on a continuous basis, parents will be contacted in order to prevent further tardiness. We encourage you to instill within your child(ren), even at this early age, the importance of being on time. It is a trait that will serve them well throughout their lives. However, any child later than 9:05 a.m. will be marked officially late for the day.

F. Tardiness - Rolling Hills Primary School - Grades 2-4

If a child is tardy on a continuous basis, you will be contacted in order to prevent further lateness. We would encourage you to instill within your children even at this



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early age the importance of being on time. It is a value that will serve them well throughout their lives. If your child arrives at school later than 9:12 a.m., he/she is required to obtain an admission slip from the office prior to going to class.

- G. Tardiness - Middle School - Lounsberry Hollow Middle School - Grades 5-6

A student is tardy if he/she is not in school by 8:00 a.m. Should your child have reason to be tardy, please send in a note explaining why. Tardiness at L.H.M.S. is discouraged and when a child is tardy, it is to be an exception, not the rule.

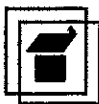
- H. Lateness - Glen Meadow Middle School - Grades 7-8

Students have the responsibility of being on time to school, to classes, and to official school functions. Students arriving late to school are required to report to the Main Office immediately to request an admission slip prior to entering class or going to their lockers. Lateness for emergency reasons, or other legal, medical, or religious reasons, should be called into the school by phone (973)764-2860 as soon as possible to avert absentee procedures by the attendance officer. Parents will be contacted regarding chronic tardiness and/or excessive absence.

After a student has been tardy three times, disciplinary action will result at the determination of the administration. Circumstances such as a doctor or dental appointment, etc., are, of course, exceptions. A student is tardy if he/she is not in school by 8:05 a.m. Proper documentation such as a doctor's note, is required. Advance notice would be appreciated. Students must be in school four hours on a full day to count as a full day.

- I. Tardiness - Vernon Township High School 9-12

Unauthorized tardies to school are serious infractions of the attendance policy. Students entering school between 7:23 a.m. and 7:33 a.m. are to report directly to first period. This will be recorded as a T-10 and treated as a tardy. Students arriving after 7:33 a.m. are to report to the attendance office to obtain a late pass. This pass is to be presented to the teacher whose class is being entered



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late. If a student does not present a note from his/her parent or legal guardian this will be recorded as a T-10 and treated as a cut/absence. If the student presents a note from his/her parent or legal guardian it will be marked as an absence. Failure to present a pass may result in the student not being admitted to that particular class.

Parents and/or adult students should submit a note to the attendance office to explain the reason for arriving late for school. Generally, acceptable reasons for tardiness are listed below:

1. Death in the family.
2. Religious observance.
3. Reasons deemed appropriate by an administrator.

Disposition of tardiness caused by difficulties due to snow, inclement weather or emergencies will be decided by the school administration. Students who drive to school are encouraged to use bus transportation provided by the Vernon Township Board of Education during inclement weather. Tardiness due to missing the bus is unexcused.

Seniors

- 1st Tardy - Warning
- 2nd Tardy - Loss of Driving Privilege for five days
- 3rd Tardy - Loss of Driving Privilege for ten days
- 4th Tardy - Loss of Driving Privilege for twenty days
- 5th Tardy - Loss of Driving Privilege for the remainder of school year.

Unauthorized Tardiness to Class

1. Any student reporting to class after the bell has rung is considered tardy to class. In certain isolated situations, the student may be admitted "excused" if he/she presents a note (Admit Slip) from the previous classroom teacher. Otherwise it is an unauthorized tardy.
2. Unauthorized tardies fall into two categories:
 - a. More than ten minutes of class missed due to an unauthorized tardy will be recorded as a class cut/absence.



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- b. Ten minutes or less of a class missed due to an unauthorized tardy will be recorded as tardy minus minutes ten (T-10). Should a student accumulate three T-10 marks in a class, a class cut/absence will be recorded.

Chronic tardiness to school and class is a very serious matter. Students abusing this face discipline and loss of privilege.

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