



POLICY

**Haddonfield
Board of Education**

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Tardiness

5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Students 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 students.

Tardiness to school or class that is caused by a student's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student'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.

A student who develops a pattern of tardiness, excuse 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; 18A: 36-15; 18A: 36-25 et seq.



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A. High School

Students who are tardy to school are to report directly to the office. Those students who have no written excuse to account for their tardiness will be assigned the appropriate consequence. In order to be excused from discipline, a note from a parent or legal guardian specifying the reason for tardiness, the date, and the expected time of arrival must accompany the student. Students may be excused for the following reasons: personal/family illness, professional appointments, religious observances, or family/personal emergency. Students who arrive at the office beyond the expected time of arrival, specified in the parent or legal guardian note, will be considered to have cut the classes missed. Record keeping for tardiness will be cumulative for the marking period and enforced on a daily basis. Students who are late to homeroom or Period One will be assigned penalties as follows:

Unexcused Lateness

1 st lateness	No penalty
2 nd lateness	No penalty, warning
3 rd lateness	1 Detention
4 th lateness	2 Detentions
5 th lateness	3 Detentions

A student who enters school after his/her class has taken a test is responsible for taking the test that same day.

- Remember - In order to participate in school related extracurricular activities, athletics, or REC Hall, students must be in attendance for four hours or more and must not arrive later than 9:30 a.m. without a legitimate excuse.

B. Middle School

Students who are late to homeroom must report to the office. Teachers must keep a record of those tardy to homeroom. Students who arrive late to homeroom, should be marked tardy on the RenWeb attendance screen. The office will give students who are tardy, without an acceptable excuse, a written reminder of assigned detention for the following day. Detentions can be rescheduled only with the permission of the Principal.

1. Students who arrive after 8:00 a.m. must report to the office with a note from their parent(s) or legal guardian(s) stating the reason for the lateness. The school will also accept a telephone call from the parent(s) or legal guardian(s) to verify



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tardiness provided the call is made before 8:30 a.m.

2. Legitimate excuses for tardiness are: illness of student; illness of parent(s) or legal guardian(s) or sibling under certain circumstances; family emergency; religious services; medical or dental appointments; other reasons with permission of the Principal. All other reasons for tardiness are unexcused.
3. Students who are late to school and arrive after third period, without a legitimate excuse, may not participate in extracurricular activities including sports, REC Hall and any other after school activities. Students who leave school early and do not attend for four hours or more also may not participate in after school activities