

REGULATION

WILLINGBORO TOWNSHIP BOARD OF EDUCATION

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TARDINESS

R 5240 TARDINESS

A. Elementary Lateness to School

1. Lateness

Lateness to school is defined as not being in the assigned classroom when the morning late bell rings.

2. Disciplinary Action

Pupils in grades two (2) through five (5) will be assigned a detention for every time they exceed three (3) lates in any one month.

3. Recordkeeping

Reporting pupil lateness is a primary responsibility of the school and shall be accomplished in the following manner.

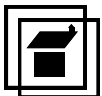
- a. Lateness to school shall be recorded on report cards issued every nine (9) weeks; and
- b. A letter of notification will be sent to parents or guardians indicating that their child has been late three (3) times that month and if their child is late the fourth time and every subsequent time that month they will receive a detention.

4. Appeal Process

A three level appeal process will be available if extenuating family emergencies occur:

- a. The first level will be with the Building Principal;
- b. The second level will be with the Superintendent or designee; and
- c. The third and final level of appeal will be with the Board of Education.

B. Secondary Lateness to School



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1. Lateness to school is defined as not being in homeroom (or the designated morning assignment) when the morning late bell rings. Pupils arriving at school after the late bell rings but within two hours of the starting time of school, will be counted as late for school. Pupils arriving two hours after the school day starts will be counted absent for the day.

It has been determined that an acceptable lateness rate is based on being late one and one half days per month or a total of fifteen lateness's during a school year. Upon receiving the sixteenth unexcused lateness, pupils will enter in a "No Credit" status for the school year. This means they will not receive the assigned credit for courses taken during the school year.

2. Lateness Verification

Lateness to school will be excused upon the following conditions being met. Documentation for:

- a. Medical Appointments;
- b. Court Issued Orders; and
- c. Driver's Test Appointments.

In addition to the above documentation, three (3) parent/guardian notes will be accepted for lateness caused by unforeseen circumstances during each semester. These notes must be approved by the Principal and will be considered as an excused late to school. All other late to school incidents will be considered as an unexcused late. No parent notes in excess of three per semester will be accepted, as this will be considered a "pattern of lateness".

3. Lateness – Effect on Credits

Pupils who are late more than fifteen times in a school year will not receive the assigned credit for courses taken during the school year. This is not permissive policy establishing or "licensing" a limit in which a pupil may be late with no harm, but rather assumes latenesses will occur for personal reasons throughout the school year.



4. End of Credit Status

If pupils are late excessively, they will lose credit. Five (5) levels of lateness warnings will be used:

- a. A warning status at which time an initial warning is given to the pupil by the attendance clerk that continued latenesses will result in credit loss.

When a pupil reaches warning status, the attendance clerk will complete the attendance form to alert the pupil and his or her parents/guardians of the number of latenesses;

- b. Warning Status – Four (4) Unexcused Latenesses

- (1) When a pupil reaches six (6) unexcused latenesses the parent/guardian and pupil will be contacted by the District Attendance Officer;

- (2) An Intervention Process will occur when a pupil reaches nine (9) unexcused latenesses. The school will notify the District Attendance Officer of pupils that are identified as “at risk for non-credit status”. A conference must take place between the District Attendance Office, parent/guardian, and pupil to develop a Corrective Action Plan to prevent the pupil and parent/guardian from jeopardizing the pupils’ credit status. Failure of the parent/guardian and/or pupil to attend this Intervention Process will result in the notification of the local courts for processing;

- (3) At the End of Credit Status (fifteen unexcused latenesses), a final warning will be given to the pupil by the attendance clerk that one (1) additional lateness will result in credit loss. When a pupil reaches end of credit status, the attendance clerk will complete a notice to warn the parent and pupil that one (1) additional lateness will result in the loss of credit for the course. Notification will be by registered letter with a requested return receipt.



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- c. End of Credit Status: Fifteen (15) Unexcused Latenesses
 - (1) Non-Credit Status begins when the pupil exceeds the End of Credit Status (15 unexcused latenesses).
 - (2) When a pupil reaches the sixteenth (16) unexcused lateness the parent/guardian and pupil will be notified of non-credit status. Notification will be by registered letter with a requested return receipt.

5. Incomplete School Day

Pupils who are more than two (2) hours late will be counted absent for the entire day. As indicated in Title 6A:6.3-9.3c pupils must receive a minimum of four (4) hours of instruction, exclusive of recess or lunchtime, to be considered “in attendance” for a school day. There are three (3) time frames in the district to be considered in order to remain in compliance with Title 6A:6.3-9.3c. These times do not include recess or lunchtimes.

Elementary 8:45 a.m. – 12:45 p.m.
(Pre-Kindergarten – Five)

Middle School 7:50 a.m. – 11:50 a.m.
(Grades 6, 7, and 8)

High School 7:35 a.m. – 11:35 a.m.
Grades 9 – 12)

- 6. Pupils missing over sixteen (16) unexcused latenesses will not receive the assigned credit for courses taken during the school year. This is not a permissive policy establishing or “licensing” a limit, which may be missed with no harm, but rather assumes absences will occur for personal or family problems, and personal appointments, which cannot be scheduled during non-school time.

7. Record Keeping

Reporting pupil lateness is a primary responsibility of the school and shall be accomplished in the following manner:



- a. Lateness to school shall be recorded on report cards issued every nine (9) weeks; and
 - b. A letter of notification will be mailed to parents or guardians alerting them of the dangers of non-compliance with the lateness to school requirements.
8. Removing Unexcused Latenesses from your Record

Unexcused latenesses are those latenesses for which no documentation has been provided.

- a. Pupils will be allowed up to twenty-one (21) unexcused latenesses and have the opportunity to make up six (6) latenesses through a Credit Make-up Session;
- b. Each Credit Make-up Session will eliminate three unexcused latenesses. Any lateness that is not excused through documentation or attendance at a Credit Make-up Session will remain on the pupil record as unexcused and count in the total accumulation of unexcused latenesses;
- c. Unexcused lateness days that have been made up by attending a Credit Make-up Session or approved documentation has been provided will be marked as an excused lateness; and
- d. Unexcused latenesses which exceed twenty-one (21) in number will place the pupil in a non-credit status and require the pupil to repeat the grade.

9. Appeal Process

A three level appeal process will be available if extenuating family emergencies occur:

- a. The first level will be with the Building Principal;
- b. The second level will be with the Superintendent or designee; and



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- c. The third and final level of appeal will be with the Board of Education.

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