

REGULATION

MENDHAM TOWNSHIP BOARD OF EDUCATION

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R 5240 TARDINESS

A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the late bell rings 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 late bell rings 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 Main 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 Main 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 - MendhamTownshipMiddle School

All MendhamTownshipMiddle School pupils are required to be in their homerooms by no later than 8:10 a.m. When a pupil enters homeroom after 8:10 a.m., he/she is considered tardy. The following procedures will be utilized to manage habitual tardiness; to keep parents informed; and to "impose a response that will effect a change in behavior".

1. Parents will be notified via telephone when a pupil earns 6 tardy marks. A follow up letter will also reiterate the conversation and these guidelines.
2. Upon earning a 9th tardy mark, a pupil will be required to serve a recess detention for each subsequent tardy.



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3. Upon earning a 12th tardy mark (and each subsequent tardy), a pupil will be required to serve an after school detention until 3:30 p.m. and will not be permitted to participate in extra-curricular activities on days he/she is tardy. In this instance, absences from athletic or play practices are considered unexcused. Additionally, a corrective action plan will be developed with the guidance counselor and must be approved by the Principal. During the corrective action plan meeting parents will be informed that the 24th tardy will justify an in-school suspension and permanent removal from extra-curricular activities.
4. Upon earning the 24th tardy mark, a pupil will be required to serve an in-school suspension and will be deemed ineligible to participate in extra-curricular activities and or field trips.
5. Continued tardiness will lead to additional consequences including, not limited to out-of-school suspension, community service, and suspension from extra-curricular activities.

Parents with circumstances that impede their ability to get their child to school on time should contact the Principal.

Issued: 30 January 2014

