

Stafford Township Board of Education Regulation

PUPILS
R5240
Tardiness/Early Dismissal

R 5240 TARDINESS/EARLY DISMISSAL

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the process for themselves and effect other pupils acquisition of skills.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness and/or early dismissal will be considered unexcused.

Three instances of unexcused tardiness and/or early dismissal will equal one unexcused absence for the purpose of calculating unexcused absences.

Any student being driven to school tardy should:

1. Be escorted into school by the parent(s) and/or legal guardian(s);
2. Sign in at the Main office; and
3. Receive a late pass and present it to the teacher.

Any student walking to school tardy should:

1. Bring a written note from parent(s) and/or legal guardian(s);
2. Present a note to their homeroom teacher the next day;
3. The parent(s) and/or legal guardian(s) of any student who is tardy and who fails to present a written note will be contacted.

Acceptable reasons for tardiness:

1. Medical appointments
2. Legal appointments

The attendance office will begin intervention if a student is tardy four times in a month or ten times in a five-month period.

Stafford Township Board of Education Regulation

PUPILS
R5240
Tardiness/Early Dismissal

Conditions of this regulation may be waived by the Superintendent or designee for special circumstances.

A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the late bell rings (this varies for each school).
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.
3. A pupil who is late to school or class for an excused purpose is not tardy for the purpose of this regulation, (i.e Doctors appointment, bus problem, etc.)

B. Procedures for Tardy Arrivals

1. A pupil who is tardy to school must report to the School Greeter 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. No pupil who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Discipline

1. The attendance office will begin an intervention if a student is tardy and/or early dismissal three times.
2. A pupil who has been tardy and/or early dismissal to school three times in any one year will be counted as absent from school one day for purposes of applying Regulation 18A.

Issued: 22 July 2004
Revised: 15 August 2019