

## LATE ARRIVAL TO CLASS

### **Late Arrival to Class**

To verify late arrival to school, parents/guardians must call the school at 201-816-6625 before 8:05 a.m. If e-mail is preferred correspondence should be sent also by 8:05 a.m. to Ms. Denyse Ryan [dryan@tenafly.k12.nj.us](mailto:dryan@tenafly.k12.nj.us) and/or Ms. Michelle Tavares [mtavares@tenafly.k12.nj.us](mailto:mtavares@tenafly.k12.nj.us) with a call back phone number in your e-mail for verification purposes. Such notification is not an *excused* late arrival and all attendance procedures/policies apply.

Students who arrive more than ten minutes late to class, including Period 1, must report to the Attendance Office to sign-in and receive a late pass. This procedure applies to ALL periods.

Verified or unverified late arrivals that exceed ten minutes of class will be considered absences.

Unverified late arrivals exceeding ten minutes will be reported to the Vice Principal and/or the Supervisor of Students. 10 – 25 points, at the discretion of the Vice Principal and/or the Supervisor of Students, will be issued for unverified late arrivals (see pages 35-36).

Clarification: Ten minutes late is defined as thirteen minutes after the passing bell. A cut results when a student arrives more than twenty-three minutes after the passing bell. All submitted cut forms due to tardiness must include the exact time of arrival.

If a student is delayed by a staff member in arriving to his or her next class, the student should secure a note/pass from that staff member in order for the tardiness to be excused. These notes will be honored.

Teachers will admit students who are tardy, including those students without a note.

Handling a student's first five tardies will be at the teacher's discretion. Teachers, in communication with the student's school counselor/case manager, may employ a variety of interventions to address tardiness including individual conferences, parent conference/contact, progress reports, and teacher detentions.