

# SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

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Assistant Superintendent of  
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September 2023

Dear Parents/Guardians of High School Students:

Timely arrival to school is an important habit for students to develop and maintain. As such, the school will monitor your student's arrival throughout the year. The following guidelines for monitoring students' timely arrival to school are in place for the school year.

### **Guidelines for Reporting Tardiness to School/Block 1:**

- If a student must report to school after first block, he or she must sign in late at the attendance office located on the first floor upon arrival to school. Documentation for tardiness (e.g. Doctor's Appointment) can be handed in to the attendance secretary.
- If a student arrives between 7:35 a.m.–7:45 a.m., the student should report directly to class and will be marked tardy by the teacher.
- If a student arrives after 7:45 a.m., but during block one, the student must sign in at their grade level office.

### **Guidelines for Blocks 2-4 Tardiness:**

- A tardy is defined as being late to any block less than 10 minutes.
- If a student arrives 10 minutes or more late to blocks 2, 3 and 4, it is considered a cut to class.
- Excessive tardies to any class will result in the consequences that are listed in our Code of Student Conduct.
- High School students will be given a "clean slate" at the end of the first semester (except for students with more than five tardies).

**Consequences for Tardiness:** Consequences for tardiness at the high school level are more stringent given the developmental age of the students and include lunch/after-school detention and in-school suspension. A detailed chart of progressive consequences for high school students is found in the Student Handbook.

**Retention or Credit Loss:** Prolonged or repeated lateness may result in loss of credit toward graduation.

Parents are encouraged to monitor their student's timeliness to school and class through the Genesis Parent Portal where block attendance is recorded. We ask you to respect the importance of the school day and educational program by ensuring your student's timely arrival. If you have any questions over the school year, please contact our Attendance Secretary, Diane Heyer at extension 3254 or contact your student's grade-level assistant principal.

Sincerely,

Emanuel Caravano (Assistant Principal: Gr. 9)  
Vanessa Moreno (Assistant Principal: Gr. 10)  
Yoshi Donato (Assistant Principal: Gr. 11)  
Brian McManus (Assistant Principal: Gr.12)  
Jeffrey Rumen (Assistant Principal for Academic Leadership)