

# SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

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Dear Parents/Guardians of Middle School Students:

Timely arrival to school is an important habit for students to develop and maintain. As such, the school will monitor your child's arrival throughout the year.

### **Guidelines:**

The following guidelines for monitoring students' timely arrival to school are in place for the school year.

- A tardy is defined as being more than 10 minutes late.
- Consequences for repeated tardiness will be applied.
- Being tardy 8 or more times per trimester is considered excessive.
- Middle School students will be given a "clean slate" at the end of a trimester.

### **Monitoring Tardiness at the Middle School:**

Parents of middle school students are encouraged to monitor their child's timeliness to school through the Genesis Parent Portal where attendance is recorded.

### **Consequences for Tardiness at the 6-8 Level:**

When a student arrives late to school in a repeated manner, the logical consequence is for the student to "give back" the missed time. At the middle school level, this may include conference with counselor, administrative conference with student/parent, lunch detention, after school detention or community service.

### **Reporting Tardiness to School:**

If a student must report to school late, the parent must escort the student to the office and provide the office staff with the reason for the tardiness. The parent must sign the student in.

### **A Look Ahead at Tardiness at the High School Level:**

Parents of high school students are encouraged to monitor their child's timeliness to school and class through the Genesis Parent Portal where period-by-period attendance is recorded.

- **Consequences for Tardiness at the High School:** Consequences for tardiness at the high school are more stringent given the developmental age of the students and include lunch detention and in-school suspension. A detailed chart of progressive consequences for high school students is found in the Student Handbook. Prolonged or repeated tardiness may result in loss of credit toward graduation.

We ask you to respect the importance of the school day and educational program by ensuring your child's timely arrival.

If you have any questions over the school year, please contact your child's school and ask for the Attendance Office.

Sincerely,

Kimberly Bynoe, Principal, Crossroads North  
Bonnie Capes, Principal, Crossroads South