

# SOUTH BRUNSWICK TOWNSHIP PUBLIC SCHOOLS

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Dear Parents/Guardians of K-5 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 arriving to school **after the late bell**.
- Tardies will be tracked daily, recorded on the student's record and noted on the report card.
- Being tardy 8 or more times in a marking period is considered excessive.

**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.

**Tardiness at the K-5 Level:** At the elementary school level it is our intention to build strong foundational skills. Coming to school on time is important because it allows students the opportunity to be part of the classroom community and to prepare for the learning activities for the day.

Should an excessive pattern of tardiness be noted, you will receive a letter from the school noting our concern. Following that, the school administration and/or school counselor will work with parents to develop a supportive plan that ensures the child's timely arrival.

**A Look Ahead at Tardiness at the Middle School Level:**

Parents of middle and 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 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 6-8 level, this may include lunch detention, after school detention or community service.

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 Secretary.

Sincerely,

Cristina Vildostegui-Cerra, Principal, Constable School  
Jaime Maccarone, Principal, Brooks Crossing School  
Jodi Mahoney, Principal, Greenbrook School  
Christi Pemberton, Principal, Cambridge School  
Peter Rattien, Principal, Indian Fields School  
Stacey Ta, Principal, Brunswick Acres School  
Maribeth Edmunds, Principal, Monmouth Junction School