

STUDENT TARDINESS AND EARLY DISMISSAL

The Board of Education of the Berlin Central School District hereby affirms that tardiness and early dismissal disrupt the educational process and diminish the effectiveness of the educational program and are strongly discouraged. In the event of tardiness, a written explanation of the reason(s) for tardiness must be submitted by the parent or guardian of a student within two school days of the tardiness.

Requests for early dismissal of students must be dated and in writing and contain an original signature of the parent or guardian of the student requesting such early dismissal. Such requests must indicate the specific date and time at which the early dismissal is requested.

Repeated infractions of Board policy requiring the attendance of enrolled students may result in disciplinary action against the student, in a manner consistent with the student code of conduct and bill of rights.

The Superintendent shall cause to be developed and promulgated such procedures as are necessary to implement this policy and effectively monitor student attendance. These procedures will conform to state requirements and will include the systematic and accurate recording of student attendance, the verification of the legitimacy of student absences, and the follow-up and necessary referral for students requiring attendance services.