Totowa Borough Public Schools

MEMORIAL SCHOOL
"Where Little People Learn Big Things"
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Timothy Tracy
Administrator in Charge

Patricia Capitelli
Superintendent of Schools

August 2026

Dear Parent/Guardian,

The Totowa School District would like to inform you of our policy for unexcused lateness/absences for grades kindergarten through three. The penalties will be as follows:

1. Up to three incidences of unexcused absences/lateness-warning letter sent home.
2. Incidences 4-5-6: one day lunch detention
3. Incidences 7-8-9: two days lunch detention
4. Incidences 10-11-12: three days lunch detention
5. Incidences 13-14-15: four days lunch detention

Attendance letters will be sent home upon the tenth absence.

Also, please be advised that **vacation days** are also considered **unexcused** absences.

The district adheres to the definition of excused and unexcused absences and late arrivals as listed in the board approved policy and regulation 5200. This policy and regulation can be found on our website.

Please make every effort to see that your child arrives to school on time so there is no interruption in instruction. Students arriving to school on a late bus will not be assessed as late.

Sincerely,

Timothy Tracy, Administrator in Charge
Memorial School