

R5240 – Tardiness

A. Definitions

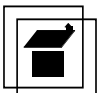
1. A pupil is tardy to school when the pupil reports to school after the beginning of the school day for elementary schools, and after the late bell rings without approval for the delay, for the middle and high schools.
2. A pupil is tardy to class when the pupil reports to his/her assigned classroom or other place of instruction after the beginning of the school day for elementary schools, and after the late bell rings without approval for the delay, for the middle and high schools.
3. A pupil who is late to school or class for an excused purpose pursuant to Policy No. 5230 is not tardy for the purpose of this regulation.

B. Procedures for Tardy Arrivals

1. A pupil who is tardy to school must report to the school office to present a written note explaining the reason for the tardiness. The pupil must sign in and receive a late pass for admission to class.
2. A pupil who is tardy to class may be sent by the teacher to the school office to explain the reason for the tardiness and obtain a late pass for admission to class.
3. No pupil who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Discipline

1. A pupil who has been tardy to school or class may be assigned to detention. An additional detention may be assigned for each instance of tardiness thereafter.
2. A pupil who has been tardy from school or class in any month, marking period, semester, year, other will be reported to the School Principal or designee for counseling. The pupil's parent(s) or legal guardian(s) will be notified and will be requested to attend a conference with the School Principal or designee.



REGULATION

3. A pupil who has been tardy to school in any one month, marking period, semester, year, other will be counted as absent from school one day for purposes of applying Regulation No. 5200.

4. A pupil who has been tardy to class in any one month, marking period, semester, year, other will be counted as absent from that class one day for purposes of applying Regulation No. 5200.

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