

R 5240 TARDINESS

A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the beginning of the school day at the Elementary School, or after the late bell rings at the Middle School without approval for the delay.
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 class time and after the late bell rings at the Middle School without approval for the delay.
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 four (4) times will be assigned to detention. An additional detention will be assigned for each instance of tardiness thereafter.
2. A pupil who has been tardy from school or class four (4) times in any trimester will be reported to the guidance counselor for counseling. The pupil's parent(s) or legal guardian(s) will be notified and will be requested to attend a conference with the Principal.



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3. Students may be denied participation in co-curricular activities if the Board establishes attendance standards for participation after four (4) tardies per trimester.
4. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation after four (4) tardies per trimester.

Issued: 1 April 1992

Revised: 12 March 2012

