REGULATION

R 5240 <u>TARDINESS</u>

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 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 the school day 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 Principal's 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 Principal's 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 five 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 five times in any month 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 Guidance Counselor.

REGULATION

3. A pupil who has been tardy to school five times in any one week 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 five times in any one week will be counted as absent from that class one day for purposes of applying Regulation No. 5200.

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