

## R 5240 TARDINESS

### A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned classroom after the beginning of the school day, or more than ten minutes after the beginning of the school day, or after the late bell rings, 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, or more than ten minutes after the beginning of the school day, or after the late bell rings 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 class or the office depending on the school 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 "attendance" 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 times (equals one absence) will be assigned to detention. An additional detention will be assigned for each instance of tardiness thereafter.

Issued: 7 December 2009

