

# District Regulation

## **5240 - TARDINESS**

Section: Pupils

Date Created: March, 2009

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### A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her first period class 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 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 the Main 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 Main office and/or 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 three 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 and/or marking period will be reported to the 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 Principal or designee.

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