

R 5240 TARDINESS

I. Grades PreK-5

A. Definitions

1. A student is tardy to school when the student reports to his/her assigned homeroom after the late bell rings without approval for the delay.
2. A student who is late to school 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 student who is tardy to school must report to the Main Office office. The student must sign in and receive a late pass for admission to class.
2. No student who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Discipline

1. The parent of a student who has been tardy to school for 10% of the days to date will be notified in writing by the principal.
2. If a pattern of tardiness is established the principal may refer the student to guidance services for:
 - a) A referral to Intervention & Referral Services and/or:
 - b) Establishment of a corrective action plan

II. Grades 6-8

A. Definitions

1. A student is tardy to school when the student reports to his/her assigned homeroom after the late bell rings without approval for the delay.
2. A student is tardy to class when the student reports to his/her assigned classroom or other place of instruction after the period bell rings.



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3. No student who arrives at school after attendance has been taken will be admitted to class without a late pass.

B. Procedures for Tardy Arrivals

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

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