

R 5240 TARDINESS

A. Definitions

1. A student is tardy to school when the student reports to his/her assigned location after the designated start of the day 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 designated time without approval for the delay.
3. A student who is late to school or class for an excused purpose pursuant to Policy 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 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.
3. No student who arrives at school after attendance has been taken will be admitted to class without a late pass.

C. Discipline (High School)

A student who has been tardy to school or class will face disciplinary action as follows:

If a student arrives late to school, the student must report to the office for a late slip. Unless the student presents a doctor's note or other acceptable documentation, the lateness will be considered unexcused. If the student does not sign in, the student will face disciplinary action including central detention, Saturday detention or suspension. Repeat unexcused tardiness to school will result in the following action:



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Second late to school: Student will be warned

Third and fourth late: One central detention each

Fifth and sixth* late: Two central detentions each

Seventh and eighth late: Three central detentions each

Ninth and tenth late: One Saturday detention

Eleventh late and each subsequent: Two days in-school suspension

*Upon the sixth late, parking privileges will be revoked.

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