

R 5240 TARDINESS

A. Definitions

1. A pupil is tardy to school when the pupil reports to school after the late bell.
2. A pupil is tardy to class when the pupil reports to his/her assigned classroom or other place of instruction more than 2 minutes after the beginning of the class period without approval for being tardy.
3. A pupil who is late to school due to a district transportation delay 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.. The pupil will 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 to explain the reason for the tardiness and obtain a late pass for admission to class.
3. No pupil who arrives at school after the late bell will be admitted to class without a late pass.

C. Discipline

1. The parents/guardians of a pupil who has been tardy to school five (5) times in any one marking period will be contacted by the District's Attendance Officer by letter. If the student is tardy to school five (5) times during any one marking period, subsequent to parent/guardian notification, the parent will be asked to meet with the District's Attendance Officer. If the student is tardy to school 5 times during any one marking period subsequent to the parent/guardian meeting with the District's Attendance Officer, county authorities will be notified and charges against the parents/guardians will be pursued.
2. A pupil who has been tardy to class two (2) times in any one marking period will be given an after-school main office detention. If the student is tardy to class two (2) times during any one marking period, subsequent to the after school detention, the parents/guardians of the student will be asked to meet with the District's Attendance Officer. If the student is tardy to class two (2) times during any one marking period subsequent to the parent/guardian meeting with the District's Attendance Officer, the student will receive an in-school suspension.