

REGULATION

COLLINGSWOOD SCHOOL DISTRICT

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TARDINESS

R 5240 TARDINESS

A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned classroom 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 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 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 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 class three (3) 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 ten (10) times in any school year will be reported to the Principal 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.
3. A pupil who has been tardy to school five (5) times in any one year will be counted as absent from school one day for purposes of applying Regulation No. 5200.



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4. A pupil who has been tardy to class five (5) times in any one year will be counted as absent from that class one day for purposes of applying Regulation No. 5200.

Adopted: September 26, 2005
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