

# REGULATION — GREENWICH TOWNSHIP SCHOOL DISTRICT

PUPILS  
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Tardiness

## R 5240 — TARDINESS

### A. Definitions

1. A pupil is tardy to school when the pupil reports to his or her assigned homeroom five minutes before the end of homeroom without approval for the delay.
2. A pupil is tardy to class when the pupil reports to his or 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 Principal's 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 Principal's 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 three instances of tardiness thereafter.
2. A pupil who has been tardy from school or class six times in any marking period will be reported to the Principal for counseling. The pupil's parent/legal guardian will be notified and will be requested to attend a conference with the Principal.
3. Three unexcused instances of tardiness will constitute one day of unexcused absence from school for purposes of applying Regulation No. 5200.

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