

# REGULATION

CLINTON TOWNSHIP

**BOARD OF EDUCATION**  
STUDENTS

R 5240/Page PAGE 1 of NUMPAGES 1  
TARDINESS

## R 5240 TARDINESS

### A. Definitions

1. A student is tardy to school when the student reports to his/her assigned homeroom after the beginning of the school 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 beginning of the class without approval for the delay.
3. A student 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 student who is tardy to school must report to the Main office. 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 Principal or designee 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

A student who has been tardy to school or class two or more times may be assigned appropriate disciplinary action. Any additional occurrences of tardiness will be addressed in a progressive manner in accordance with severity.

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