

## R 5240 TARDINESS

Pupils who arrive at school ten (10) minutes after the start of school must report to the attendance office. A late pupil should secure an admit pass and be recorded as present before going to class. Repeated lateness to school for reasons such as oversleeping and missing buses and/or rides will not be considered as excused.

1. Homeroom teachers will take attendance and mark all tardies from the passes that have been handed to them by late pupils. Passes will be retained as a record of the tardies.
2. Pupils arriving late (tardy) to period one will have to first sign in at the attendance office and obtain a pass to their first class. The pass will have the arrival time written on it.
3. For pupils arriving after the first ten (10) minutes of a period, the tardy will become an absence.

4. Policy for class tardies:

Three (3) tardies to class is equivalent to a cut class. Consequences are determined via the code of conduct.

Adopted: 15 January 2013

Revised:

