

REGULATION

**NORTHVALE
BOARD OF EDUCATION
PUPILS**

**TARDINESS
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R 5240 – TARDINESS

A. Definitions

1. A pupil is tardy to school when the pupil reports to his/her assigned homeroom after the late bell rings.
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.
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. 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. Twelve (12) instances of unexcused tardiness will result in disciplinary action by the Principal.

Issued: September 22, 2009

Revised and Approved: November 17, 2014

