
REGULATION

Nutley Public Schools
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TARDINESS

R 5240 TARDINESS

A. Definitions

1. A student is tardy to school when the student reports to his/her assigned class after the late bell rings 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 late bell rings 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 **attendance/main** office to present a written note explaining the reason for the tardiness. 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 **attendance/main** 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

1. A student who has been tardy to school or class **2** times may be assigned to detention. An additional detention will be assigned for each instance of tardiness thereafter.
2. A student who has been tardy from school or class 10 times in any **year** may be reported to the **building principal or designee** for counseling. The student's parent(s) or legal guardian(s) will be notified and may be requested to attend a conference with the school counselor.



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3. A student who has been tardy to school 4 times in any one year will be counted as absent from school one day for purposes of applying Regulation No. 5200.
4. A student who has been tardy to class 4 times in any one year will be counted as absent from that class one day for purposes of applying Regulation No. 5200.

Adopted: 17 Sep 2018

