

RCSS Code of Student Conduct and Discipline 2016-2017

Rule 12: Tardiness Policy

Tardiness (Grades PreK - 12)

Notice: A student is tardy when he or she enters the classroom or homeroom after the ringing of the tardy bell. The following disciplinary procedures will be followed each school year, and accumulated for each of two nine weeks periods comprising the first half and second half of each school year, for tardiness to school (homeroom and class).

The accumulation of unexcused tardies will warrant disciplinary action. The accumulation of excused tardies will not warrant disciplinary action; however, there are very few excuses for tardiness which will be accepted as a valid reason for tardiness. Leaving school for unauthorized purposes before the end of the instructional day will be counted as a tardy. Parents should not pick their students up before the end of the school day except where there is a legitimate emergency. The lawful excuses for tardiness are as follows:

- A. Instances where the student has a medical or dental appointment, which cannot reasonably be scheduled outside of the school day. A signed written statement from the appropriate physician shall be required to validate a tardy for a medical or dental reason.
- B. Appearances before a court when required by subpoena. A copy of said subpoena is to be furnished to the school to validate a tardiness caused by a court appearance.
- C. In special situations, which rarely happen, but are not likely to recur, such as when a parent brings a child to school, if the Principal concurs with the circumstances.
- D. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the child for being tardy. Provided, however, that before a legal excuse for tardiness can be given in these circumstances, the Principal must review the matter with the Superintendent or designee and have the Superintendent or designee concur with the Principal's decision to grant an exception where circumstances and policy would warrant.

CONSEQUENCES for Tardy Policy Violation

Grades Pre-K - 5:

1st Tardy - Letter sent home to parents explaining the Tardy Policy.

5th Tardy - The parent must bring the student to school the next school day for a conference with the Principal where the Tardy Policy will be explained and parents will sign a letter stating they understand the policy.

8th Tardy - A second letter will be sent home, requiring the parent to bring the student to school the next day and for a conference with the Principal. A Social Worker and/or DFACS will be contacted and requested to contact the parent.

10th Tardy - Discipline of a one day suspension shall result with a letter sent home to so inform the parent.

15th Tardy - Discipline of a two day suspension shall result with a letter sent home to so inform the parent. A Social Worker will be sent to the home.

20th Tardy - Discipline of a three day suspension with a letter sent home to so inform the parent. If the student transfers to another Richmond County School, unexcused absences/tardies will follow the student.