

James Island Charter High School Tardy Policy

In preparation for future employment and postsecondary education, students are expected to learn career-soft skills such as punctuality; therefore, students are expected to be in class and ready to begin work at the beginning of each instructional period. Each semester, as soon as all students have had a few days to find their classes, familiarize themselves with the campus and adjust to our routines, our tardy policy will be in effect. A tardy student is one who is not inside the classroom when the tardy bell rings. Teachers are directed to close and lock their classroom doors when the tardy bell rings and begin instruction immediately. Any late student must report to Tardy Sweep in the cafeteria to receive a pass to class or a consequence.

All tardy offenses are recorded electronically in Tardy Sweep. Upon arriving to Tardy Sweep, the student must have his/her ID scanned and will receive a warning for each of his/her first four tardy offenses each semester. A warned student receives a dated and timed print-out pass to return to class.

After four warnings have been used within the semester, subsequent tardy offenses will result in administrative consequences referenced below:

Tardy	Consequence	Description
1-4	Warning	Check in at Tardy Sweep, receive a printed time-stamped pass and sent to class - Parents will be immediately notified by automated email/phone call
5	Immediate block of Tardy Sweep	Check in at Tardy Sweep and STAY for the remainder of the period. Students are marked "unexcused tardy" from class for that block; Parents will be immediately notified by automated email/call. Teachers have the option to call the student from Tardy Sweep in the case of a major assignment.
6	Immediate block of Tardy Sweep	Check in at Tardy Sweep and STAY for the remainder of the period. Students are marked "unexcused tardy" from class for that block; Parents will be immediately notified by automated email/call. Teachers have the option to call the student from Tardy Sweep in the case of a major assignment.
7	Immediate Block of Tardy Sweep followed by a block of In-School Suspension	Check in at Tardy Sweep and STAY for 2 consecutive periods. (If late to last period of the day, student will be assigned for 1st period the next day.) Assistant Administrator will process a referral for Refusal to Obey, make a personal phone call to parent, and meet with student. (Asst. Admin processes ref as 1 period of tardy followed by 1 period of ICE)
8	Immediate Full Day of In-School Suspension and Conference with Administrator	Check in at Tardy Sweep and student will serve the remainder of the day in ISS (Must serve a minimum of 2 periods which may carry over to the next school day). Assistant Administrator will process a referral for Refusal to Obey and will conference with parent/student. (Asst. Admin tells them next tardy will result in Conditional Suspension and Tardy Contract - process referral as remainder of day in ICE.)
9	Conditional Suspension Conference with Student's Assigned Administrator	Check in at Tardy Sweep and STAY for the remainder of the period. Referral written and parent/admin conference scheduled. A referral for Refusal to Obey will be submitted and the student will meet with his/her assigned Assistant Principal to set up a conference with a parent/guardian. Academics, attendance, privileges, and discipline topics will be discussed. The student will be placed on Administrative Probation for the remainder of the school year. During the probation period, if the student is further involved in an infraction of school rules, she/he may be suspended or recommended to the JICHS Discipline Committee.
10+	Stipulations Outlined in Administrative Probation Contract	Check in at Tardy Sweep. Consequence will be assigned based on the Administrative Probation Contract signed by the student, parent, and administrator.

Important Notes:

- 3 or more tardies to any period may be considered a cut. Cuts cannot be made up with attendance makeup.
- Any student who does not arrive to class within 5 minutes of the printed pass can be considered cutting class.
- Loss of privileges may include (but not limited to):
 - Loss of parking for 30 days
 - Loss of parking for remainder of semester
 - Loss of late-in/early-out - 1 week, 2 weeks, remainder of the semester
 - Loss of exam exemptions for official tardy referral
 - Loss of social lunch
 - Loss of participation/attendance to extra-curricular events

Those who are often tardy not only jeopardize their academic progress, but they also disrupt the learning environment of their fellow classmates.