



# HCS Early College High School

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## Tardy Policy

**ECHS tardy policy** - Students who are tardy to school should report to the main office.

**What is the tardy (late) policy at ECHS?** Students who are tardy to school should report to the office.

- 1<sup>st</sup> Tardy – Warning
- 2<sup>nd</sup> Tardy – Tardy policy will be given to the student and parent via email
- 3<sup>rd</sup> Tardy – Phone call to parent from Secretary/Administration
- 4<sup>th</sup> Tardy – Letter mailed to parent for signature
- 5<sup>th</sup> Tardy – Lunch Detention – 1 day
- 6<sup>th</sup> Tardy – Lunch Detention – 3 days
- 7<sup>th</sup> Tardy – Lunch Detention – 5 days
- 8<sup>th</sup> Tardy - Administrative Detention 30 minutes
- 9<sup>th</sup> Tardy – Administrative Detention 1 hour
- 10<sup>th</sup> Tardy – Administrative Detention 2 hours

**Sign out early** - Prior to the start of the school day, a note signed by a parent/guardian that includes the following information should be submitted to the school secretary: student's name, date/time, phone number where parent can be reached to verify request, reason for early dismissal, and parent/guardian signature. If a student wishes to leave early without a note or without a parent/guardian physically present, permission must be verified by the school secretary before the student can leave. Arrangements will be made to dismiss the student at the appropriate time. If parents come to sign students out, we request that they do so during the change of classes so as not to interrupt instruction. The early dismissal does count as an absence unless it is for an excused reason as listed above. If a student misses a college class, the professor will count it as an absence regardless of the cause.

**School Tardy due to Late Bus** - All students who arrive on a school bus after the 7:55 class start time will be issued a late bus pass from the main office. It is the student's responsibility to obtain this pass and present it to the classroom teacher. **The only excused tardy is for bus riders on a late bus or students with a medical or legal note.**

**Excused pass** - Students that arrive to school with a medical or legal note should report to the office upon arrival for an excused tardy pass.

**Do traffic and/or car problems count as an excused tardy?** No, traffic and mechanical issues are not excused reasons for tardiness. Be aware that some college courses will count excessive tardies as a full absence regardless of reason. Check your syllabus and plan accordingly.

### **General Statement on Horry County Schools Attendance Policy**

The South Carolina Attendance laws and policies are in the *Horry County Schools Parent Student Handbook*. ECHS will use the following procedures and policies to process student attendance. SC Truancy Law is defined in the handbook, as well.

\*On the morning of the student's return to school following an absence (excused or unexcused), a written excuse must be turned into the school secretary, in the main office. Students are cautioned that notes and excuses will be verified by the office, and forgeries will be dealt with as an administrative disciplinary matter.

"We are Early College, being the best we can be."