



DARLINGTON COUNTY SCHOOL DISTRICT TARDY & SIGN OUT Procedures

TARDY

Elementary & Middle School Students: parents are required to come into the school and sign their child/children in if they are tardy. Consequences may range from verbal warnings, parent/student conferences, missing recess, written intervention plans.

- Example of Elementary Tardy Procedures: A letter is mailed home after 5th tardy. A 2nd letter is mailed home after 10 tardies. After 10 tardies, recess or other school privilege is taken each day the child is tardy. After 15 tardies an Attendance Intervention plan is developed at an intervention meeting with the District Attendance Supervisor.
- Example of Middle School Procedures: Consequences for excessive tardies currently range from student/parent conferences, assigned to silent lunch, and assigned students to ISS.

For High School Students: Students who arrive after 8:25 a.m. are not accepted into 1st period without signing in to the Attendance Office. High School level students cannot miss more than 24 minutes in a block class or 14 minutes in a year-long "skinny" class.

- Example of High School Procedures: Excessive tardies result in student/parent conferences, verbal warnings, phone calls to parent(s), lunch detention and failure to comply referrals to ISS or Sunset School.

SIGN OUT: For Elementary & Middle students:

- Students are not allowed to be signed out 25 minutes before the last bell.
- Parents are required to enter the school to sign out their child/children.
- Parents are encouraged to send a note in the a.m. that they are picking the child up early. Include date and time of sign out in note.
- Schools will not accept telephone calls or faxes for early sign outs.
- In emergency situations, parents may conference with administrators, if they need to sign out their child/children after the designated sign out timeframe.
- Early sign-outs should be kept to a minimum and should be for emergencies only and not a regular occurrence.

ELEMENTARY PERFECT ATTENDANCE: Students at all grade levels must be present 50% of the day to be counted present for the day.

SECONDARY PERFECT ATTENDANCE: To be considered for perfect attendance, a student must be present in each class period of the day for the entire school year. Signing in or signing out of school can impact student attendance.

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