



ATTENDANCE/TARDY POLICY

Students having more than **five** unexcused absences in a semester long course, **three** unexcused absences in a quarter long course, or **ten** unexcused absences in a yearlong course **WILL NOT** receive credit for the course. Students with excessive absences may appeal to the principal or his designee if they have proper and verifiable medical or emergency excuses. If the appeal is approved and the grade is passing, the student can claim course credit. Students should understand that approval of such appeals is not automatic. Students who miss more than 45 minutes in a block will be counted absent for that block. Appeal forms are available in the Attendance Office. Any appeal for attendance must be completed within 30 days of the disputed absence(s).

APPROVED ABSENCES INCLUDE:	UNAPPROVED ABSENCES INCLUDE:
Illness with a note from a medical authority Death or serious illness in immediate family Athletic exceptions Court appointments Approved school activities Absence approved by principal Late bus Sick as verified by school nurse Administration/Guidance Disciplinary Suspension (OSS)	Illness with parent's note Absent with parent's permission Truancy (skipping class) Missed the bus Missed due to enrolling after first day of school <i>For further information, see HCS Parent/Student Handbook</i>

ATTENDANCE RECOVERY

Attendance recovery opportunities will be held after school from 3:30 to 4:30 in Tiger Extension. Students may also recover seat time in Summer Attendance School.

Procedures for Attendance Make-Up:

1. Students are expected to actively participate in tutorial sessions to recover seat time.
2. Students staying for Tiger Extension will not be allowed to re-enter if they leave the room.
3. Any student arriving after 3:30 p.m. will not be admitted to Tiger Extension
4. All students must leave campus immediately at the end of Tiger Extension.
5. Students will be asked to leave if their behavior is disruptive to the environment. Any student that is asked to leave due to behavior will forfeit the time he/she made up during Tiger Extension in which he/she was removed.

MAKE-UP WORK POLICY

Students are expected to be in school on a regular basis to achieve specific curriculum objectives and develop concepts. Students are required to make up work missed during an absence. Instructional personnel will provide information on assignments and provide ample time for students to complete missed work due to absences.

TARDY POLICY

Tardy is defined as not being inside the assigned classroom when the tardy bell rings.

1 st Tardy	Warning
2 nd Tardy	1 Block ISS
3 rd Tardy	1 Day ISS
4 th Tardy	2 Days ISS
5 th Tardy	1 Day OSS
6 th Tardy	3 Days OSS
7 th Tardy	5 Days OSS
8 th Tardy	OSS/ Recommendation for expulsion