



ATTENDANCE/TARDY POLICY

Students having **five** or more full-day **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 taking dual enrollment courses must follow the attendance guidelines from the credit-granting institution. Parent notes cannot be used to excuse absences from HGTC or CCU classes.

APPROVED ABSENCES INCLUDE

- Medical Notes: after 8 medical notes students will be required to make up time in the classroom; 8 medical notes can be submitted per academic block
- Parent notes can be used as an excused absence: only 6 parent notes per year; 3 per semester. Parent notes will not be accepted during high stakes testing, or the last 3 days of each semester, and notes must be submitted within 3 days of student's return.
- Death or serious illness in immediate family
- Court appointments
- Approved school activities
- Sick as verified by school nurse
- Disciplinary Suspension (ISS/OSS)

ATTENDANCE RECOVERY

Attendance recovery opportunities will be held after school from 3:30-4:30 in the Library Commons area.

Procedures for Attendance Make-Up:

1. Students are expected to actively participate in tutorial sessions to recover seat time.
2. Students will not be allowed to utilize their personal devices(ie: cell phones).
3. Students staying for after-school attendance must enter their time on the iPad at the front desk.
4. Students who try to enter the library after 3:30 p.m. will not be allowed in to make up time.
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 after school attendance recovery.

TARDY POLICY

Tardy is defined as not being inside the assigned classroom when the tardy bell rings. Tardy consequences are assigned per block.

1st Tardy	Administrative Warning
2nd Tardy	Lunch Detention
3rd Tardy	1 Block of ISS
4th Tardy	1 Day of ISS
5th Tardy	2 Days of ISS
6th Tardy	1 Day of OSS
7th Tardy	2 Days of OSS
8th Tardy	5 days of OSS
9th Tardy	OSS/Recommendation for evidentiary hearing