

MAKE-UP PROCEDURES FOR CLEARING NO-GRADES (NG) 2016-2017

ATTENDANCE MAKE-UP PROCEDURES AND AVOIDING NGs FOR ATTENDANCE MARKS DATED *WITHIN THE CURRENT QUARTER*

On the 5th violation (tardy or absence) and any subsequent absence or tardy, students may attend Attendance School in the morning from 7:05 AM to 7:50 AM. One attendance school excuses one unexcused absence, half an attendance school excuses one tardy. **Attendance School is only run the last TWO WEEKS of the quarter.**

Students may also make up *two absences* or *four tardies* during Charger Time with the teacher that assigned the marks. **This must be pre-arranged** and an attendance slip must be filled out and submitted to the attendance office by the teacher. Anything beyond this is at the teacher's discretion. **Charger Time is Monday, Wednesday and Thursday from 7:05 a.m. to 7:50 a.m.** Students are expected to be there the full time if seeking NG credit.

LOSS OF CREDIT (NG) CLEARING PROCEDURES FOR ATTENDANCE MARKS *OLDER THAN THE CURRENT QUARTER*

Students who fail to make up attendance during the quarter the mark was recorded will need to complete the following steps:

1. Pick up an attendance make-up option card in the main office or attendance office. This card may also be printed from CCHS website.
2. Follow the directions of the card obtaining all the signatures and information for verification.
3. Turn the attendance make-up option card into the attendance office. Attendance marks will not be cleared until options chosen are verified. This process could take up to one week.

Sample Attendance Make-up Option Card: Students making up deficient attendance marks must complete one or more of the following options and turn this option card with documented signatures/info., etc. into the Attendance Office. Each option on the card is considered **1 hour of time**. Please know that attendance will not change until completed options are verified (Option Card on next page).

Students who continue non-attendance habits after an NG is recorded continue to accumulate time that must be cleared before the initial NG can be cleared. The following rules will be used to calculate non-attendance make-up hours:

1. NG's from the previous quarter = 1 hour or option of make-up time per NG
 2. NG's older than one quarter = 2 hours (options) of make-up time per NG
 3. NG's older than one academic year = 3 hours (options) of make-up time per NG
 4. NG's older than two academic years = 4 hours (options) of make-up time per NG
 5. NG's older than three academic year = 5 hours (options) of make-up time per NG
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