



Seat-Time Waiver Application and Attendance Procedures for Global Campus 2023-2024

What is the seat-time waiver?

The seat-time waiver allows students to work off-site (home, coffee shop, etc) during their scheduled online course rather than work in a traditional classroom setting. The seat-time waiver provides students with increased flexibility in how and where to study, and it allows students to work on their coursework when most alert. **Seat-time waivers are ONLY available to juniors and seniors that meet the 2.75 GPA requirement.**

The seat-time waiver is a privilege, and it may be revoked if students do not demonstrate academic accountability in their coursework or for disciplinary reasons. To be eligible for the seat-time waiver, students must meet all of the following criteria:

- Be a junior or senior in good academic and disciplinary standing.
- Good Academic Standing:
- Students must have a cumulative **GPA of 2.75** to start the school year with a seat-time waiver.
- Demonstrate academic accountability by maintaining a **"B-" or better in Global Campus** classes
- A **"C-" or better in all non-Global Campus classes** at grade checks which will occur once per month.
- Good Disciplinary Standing:
 - Receive no more than **1 discipline referral in the semester**. Upon the second referral, the seat-time waiver may be revoked. Students could lose their seat-time waiver prior to the second referral if the offense is severe, or if the referral relates to misbehavior during the scheduled waiver time.
 - Academic dishonesty (cheating) may result in your seat time waiver being revoked.
- Be scheduled in Global Campus or Study Hall for Period 1, 5, 6, or 10 (first and last period of the day). We will **not** move classes or rearrange schedules to accommodate this.
- Have personal transportation available for arrival and/or dismissal as students will be coming to school later or leaving earlier than bus transportation is available.

When can I begin the seat-time waiver?

All Global Campus students will report to the CGHS Media Center at the beginning of the semester. Students who earn an 80% or better for their online course work and are passing all other subjects during the introductory period will be eligible for the seat-time waiver.

This **application must be completed and returned no later than Friday, January 26th for consideration. No late applications will be accepted.** Upon review of grades at the end of the introductory period, the seat-time waiver will be granted and will begin February 5/6, 2024.

I have a seat-time waiver for Period 1 or 6. When do I need to come to school?

Students with an approved seat-time waiver may check-in anytime during the first/sixth period of the day, but they are required to scan into the Media Center kiosks no later than the end of the period.

Scanning in during passing time will result in an absence for the period. If there is an altered schedule for any reason, the student is responsible for knowing the alternate schedule and making adjustments to be at school before the end of the period. All schedule changes will be communicated via email, so it is imperative that students check their email daily.

I have a seat-time waiver for Period 5 or 10. Do I get to leave school early?

Students with an approved seat-time waiver may leave school during the last period of the day, but they are **required to scan into the kiosks in the Media Center before they exit the building**. If a student with an approved seat-time waiver chooses to stay at school, he/she must report and remain in the Media Center. Students may not go to other areas of the building.

The seat-time waiver is used to leave the building. Any student not exiting the building after scanning for attendance will automatically lose their seat-time waiver privilege for the remainder of the school year.

If you utilize your seat-time waiver to leave school during your Global Campus period, but then need to re-enter the building for a club, sport, etc. after school, you must wait until 2:50 pm when school ends.

What if I have a Global Campus/VU seat time waiver and my next period class is a study hall?

Students may qualify for a study hall seat time waiver if their study hall period is before or after their Global Campus/VU seat time waiver. Please note this request on your application! Students that are granted this opportunity must check-in in the media center to make sure that your attendance is recorded accurately.

++Note: If you qualify for an additional seat time waiver through Study Hall those waivers are suspended/revoked at **any** time your Global Campus/VU seat waivers are suspended/revoked.

How will attendance be reported?

All students will report to the Media Center at the beginning of their Global Campus class period. 1st and 6th period seat-time waivers must report five minutes before the end of the period. Students will be required to scan their student ID upon check-in to record daily attendance. Reports will be sent to the attendance office daily. Students who are late or missing during their scheduled period of the day will be counted absent or truant and will receive consequences as outlined in the CGHS student handbook.

What happens if I lose my seat-time waiver?

Failure to maintain a B- (80%) or higher in Global Campus and C- (70% or higher) grades in all other subjects will result in loss of the seat-time waiver. It is important to look at your email for information related to the approval or denial of a seat-time waiver.

During the loss of a seat-time waiver, students will need to report to the Media Center during their scheduled online course and will continue to do so until the next evaluation for a seat-time waiver. During the next evaluation period, if the student becomes eligible, they may use the seat-time waiver again.

Can I leave the Media Center during my scheduled online course?

Students may not leave the Media Center during Global Campus. However, a student may request to go to another classroom to work on another course during their scheduled online course. This request will be addressed on a case-by-case basis and must be approved by Mrs. Wilking.

If there is a special schedule or change to the school day, how will I know when to report to school?

Students **MUST** check their email daily. Email is how we will communicate details with you.

Applications were emailed to parents/guardians of Global Campus students.