

Tardies to Periods 2–6 (and cumulative total including 1st hour tardies) will follow the progressive discipline structure:

- 5 Tardies – Warning
- 8 Tardies – Lunch Detention
- 10 Tardies – After-School Detention
- 15 Tardies – Saturday Detention
- 16+ Tardies – Assistant Principal's discretion according to the student handbook.

Absences

Absences are tracked by individual class periods. Attendance will be monitored closely and parents/guardians will be notified as thresholds are reached:

- 5 Absences – Communication home regarding an upcoming attendance contract
- 8 Absences – Attendance contract issued and must be signed/returned
- 10 Absences – No credit will be assigned for the individual class period
- 12+ Absences – Assistant Principal's discretion according to the student handbook.

Note: Absence records, like tardy records, could also impact eligibility for parking placards both for the current and following school years.

Signing Out

- Students will not be released within 30 minutes of the end of school dismissal bell (K–12).
- During school hours and before leaving campus, all high school students must check out through the attendance office using Kid Account. Students who check out through the attendance office will have their absence excused.
- Any person requesting to sign out a student from school must:
 - Be listed as an emergency contact in PowerSchools
 - Present valid photo identification
- If the student is a student driver, a parent call must be received at least **two hours** in advance to ensure timely release.

CSHS Special Days *Please pay close attention to these updates as they are different than our regular processes*

Rationale for In-Person Early Release Requirement on Special Days: The high volume of phone calls requesting early release created a strain on front office operations and detracted from a safe, positive, and engaging school environment. Staff attention was frequently diverted from