



Seat-Time Waiver Application and Attendance Procedures for Global Campus 2019-2020

Where do I go for my online course?

Students should report to the Media Center during their scheduled online course. Please scan in at the kiosk using the tablets provided. You will need your ID and/or iPad.

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.

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:

- Schedule their online course for Period 1, 5, 6, or 10 (first or last period of the day)
- Have an application signed, approved, and on file with Global Campus
- Demonstrate academic accountability by maintaining an **80% or higher in all Global Campus coursework and passing (60% or higher) grades in all other subjects**
- Attend all formal grade checks with Mrs. Heichelbech

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 Tuesday, January 21, 2020 for consideration. Do not wait until the last minute for signatures, as **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 3, 2020.

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. On Wednesday, students must manually sign out on the provided list.** 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.

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 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 tardy or truant and will receive consequences as outlined in the CGHS student handbook.

Can I leave during lunch if I'm taking an online course during that time?

Students may not use a seat-time waiver during lunch, as they are only available during periods 1, 5, 6, 10.

What happens if I lose my seat-time waiver?

Grades are checked weekly. Failure to maintain an 80% or higher in Global Campus and passing (60% or higher) grades in all other subjects will result in loss of the seat-time waiver. Failure to attend the formal grade check with Mrs. Heichelbech will result in the loss of the seat-time waiver until the next formal grade check.

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. Heichelbech.

If there are any questions about your seat-time waiver, or if you are unsure if you qualify, please contact Mrs. Heichelbech at heichelbechk@centergrove.k12.in.us.

Student Name _____ GC Course _____ Period _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Global Campus Teacher Signature: _____ Date: _____