**GCMC Attendance Policy**

* **Early Release**-Parents/ Guardians need to come to the office to check the students out (Parents/Guardians need to bring Proof of Identification), students can drop off early dismissal notes from parents at the front office, or email Mrs. Honrado at [honrada@gcsnc.com](mailto:honrada@gcsnc.com) to inform the office regarding student early dismissal.
* **Excused Absence**-GCS approved absences includes, personal illness or injury, quarantine, death in immediate family, medical/dental appointments, religious observance (up to two days each academic year) educational opportunity (with prior approval from the principal), court proceedings (with documentation) or email excuse notes to [honrada@gcsnc.com](mailto:honrada@gcsnc.com) Notes for excused absences are only accepted 3 days after student absence.
* **Unexcused Absence**-Missed bus, overslept, car issues, or parent email or note that does not give any reason.
* **Tardy**-Student need to swipe their OneCard and bring the tardy note to your teacher.
* Every 4th tardy=after school detention.
* 20+ minutes tardy-after school detention and counts towards tardy count.
* Detention will be on Tuesdays and Thursday afternoons. If you miss detention and do not come to the next detention session, student receive a day of OSS.

**Please refer to GCS Attendance Policy 4400 at the GCSNC.COM website for detailed Student Attendance Policy.**