

Calumet Christian School Attendance Policy

Preschool Daily Schedules

Calumet North

AM Class

Calumet Christian School

8:50-9:00	Arrival/Learning Centers		8:20-8:30	Arrival/Learning Centers
9:05-9:25	Circle-time		8:30-9:00	Opening Circle-time
9:25-9:30	Art/Learning Centers		9:00-10:15	Small Groups/Learning Centers
9:30-10:00	Learning Centers		10:15-10:20	Clean Up
10:00-10:30	Snack/Restroom/ Recess		10:20-10:40	Bathroom/Snack
10:30-11:30	Creative Play		10:40-11:00	Outside Play
11:30-11:45	Clean-up/Class Meeting		11:00-11:15	Closing Circle Time
11:45	Dismissal		11:15	Dismissal

Per the Calumet Christian School Preschool Handbook, children should not attend school if there is a presence of fever, diarrhea, or severe coughing. Other symptoms and conditions can be found in the Handbook, which may require the child to stay home until the symptoms have passed. Parents should notify the office if the child has a communicable disease, (pink eye, lice, strep throat, etc.) so that we can inform parents of the possibility of exposure.

Elementary Daily Schedule

Middle School Daily Schedule

<p>First Bell (Elementary Students Enter Building) - 8:20 Class Begins (Preschool – Fifth Grade) 8:30 Outdoor Break – Kg- Third Grades 9:45-10:00 Outdoor Break – Fourth – Fifth Grades 10:04-10:19 Kindergarten Dismissal – 11:20 Recess/Lunch: First – Third Grades 11:33 – 12:13 Recess/Lunch: Fourth – Fifth Grades 11:53 – 12:33 Outdoor Break- Fourth - Fifth Grades 1:19-1:34 Outdoor Break- First - Third Grades 1:35-1:50 Bus Students Dismissed - 3:08 Remaining Students Dismissed - 3:15</p>	<p>Middle School Enters Building - 8:15 Homeroom Begins - 8:22 50 minute periods 8:30-11:50 Outdoor Break 10:04- 10:19 Lunch/Recess- 11:53-12:33 50 minute periods 12:40 to 3:15 Outdoor Break 1:19-1:34 Bus Students Dismissed- 3:08 Remaining Students Dismissed- 3:15</p>
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Late Pick Up

Students not picked up within 15 minutes of dismissal time should report to the office and will be assessed a late pick-up fee.

The Policy

Studies show that there is a direct correlation between attendance and academic success. In addition, it is a parent's responsibility to help their student's academic success by ensuring regular attendance and timely arrival to school.

We ask that parents minimize absences from school for reasons other than illness. When a child *is* staying home due to illness, or if a child will be tardy due to a doctor/dentist appointment, please email or call the school office prior to 9:15 am.

Upon a student's return to school, a written explanation from the parent/guardian or doctor must be turned in to the school office. Any absence for illness or injury which exceeds three (3) days absent from school **must be** certified in writing by a physician or appropriate health professional. **We allow two (2) days from the student's return to school, to receive a written notification and thus excuse the absence.**

Students will not receive credit for work missed during an **unexcused absence**.

The Details

Excused absence: An absence due to personal illness, injury, death of a relative, family emergency, physician visit, observance of religious holiday, or a family trip which has been pre-approved by the building principal.

- Excused absences of three consecutive days or longer may necessitate alternative academic arrangements with the teacher to ensure progress is maintained. **Please read the Make Up Work policy below.**
- A student absent for more than six (6) days in one month, or eleven (11) days in a school year (excused or not) is considered excessively absent. The building principal may request a parent conference to discuss plans to improve attendance.
- A student absent for more than twenty (20) days of school (excused or unexcused) will be a candidate for retention or withdrawal. Exceptions may apply for medical reasons.
- Call the office every day that your student is absent- so that we know where your child is, and our computer will NOT issue a robo-call. When a written note is received (email or note delivered to the office) the absence will be considered excused.

Unexcused absence: An absence (with or without parent's consent) for a reason not acceptable to the school, such as over-sleeping or missing the bus.

Unexcused absences will result in the following:

- **Students do not receive credit for work missed during an unexcused absence.**
- For every two (2) unexcused absences a letter will be sent home from the administrator.
- After six (6) unexcused absences the building principal may request a parent conference.
- After five (5) consecutive unexcused absences, seven (7) unexcused absences in on month, or twelve (12) unexcused absences in a school year, a student is considered excessively truant. An absence intervention team may
- work with the parents to establish an Absence Intervention Plan.

Middle School Five Class Period Rule

A student is allowed a maximum of **five** absences in any one course during an academic quarter. If the number is exceeded, the student may fail the course for that grading period.

Exceptions to the Five Class Period Rule (absences that do not count against the total) :

- Absence verified by medical documentation for each date absent
- Emergency circumstances approved by the building principal
- Death in the family, limited to three (3) days unless longer absence approved by building principal
- Anticipated absence with advance approval from building principal

Please keep the following in mind:

- Please call or email before 9:15 AM to notify the school of your child's unplanned absence.
- A written explanation from the parent or doctor must be received by the office in order to grant an excused absence. You may send a note with your student, or you may email ccsschoolabsences@calumetchristianschool.org with the explanation.
- The school office needs an **excuse for every day a child is absent.**
- Students who arrive late to school are considered to have an unexcused tardy, unless they have a note with a legitimate excuse.
- Students arriving more than 30 minutes late for the start of afternoon classes, will be considered absent for a full day. (1:10 or later)
- Students leaving before 2:00 pm will be considered absent for a half day.

Make Up Work

Unanticipated Absences/Illness

It is the student's responsibility to make up missed homework/class work after an excused absence. Students should communicate with each teacher to determine missed assignments and their due dates. Students and parents can access The Family Portal (FACTS) to find assignments. Students generally are allowed the same number of days to make up work, as they have been absent (e.g., if a student is absent two (2) school days, he has two (2) days after his return to make up work). To further assist students and parents, a homework folder containing assignments and class work for each day is located just outside **Room 205**.

Anticipated Absences/Family Vacations

Parents must notify the school office prior to taking a child out of school for a vacation or other planned absence. Three school-days prior notification is required for absences of 1-2 day in length. Ten school-days prior notification is required for absences of 3 or more days in length. Prior notification is required and teachers can choose to either prepare assignments ahead of time or have the student make up the work upon their return. Please keep the following in mind:

- **It is the student's responsibility to make arrangements with the teachers for academic work to be completed before or during the absence.**
- Academic work prepared by the teacher to be completed during the absence is due upon the student's return to school. Prepared work that is not submitted immediately upon return may receive a lower grade.
- Teachers are not responsible to re-teach subject matter missed by students due to anticipated absence/family vacations.
- Students and parents may access [FamilyPortal](#) for updates regarding school work.
- Anticipated absences/vacations without the appropriate prior notification may be considered unexcused.

While a vacation during school can be educationally profitable and valuable family time, it can also have an adverse impact on a student's academic achievement. We recommend family vacations be taken during regular school breaks. We encourage parents to arrange planned absences only when alternative options are unavailable.

Please note: Family trips are not *valid reasons* for excused absences by the EdChoice Scholarship parameters.

Tardies

- Students arriving less than 30 minutes after the start of the school day (8:22) will be considered tardy.
- Students arriving 30 minutes or more after the start of the school day will be considered absent for ½ a day.
- Tardy students must report to the school office to receive an admission slip before going to class. Exceptions will be made for students arriving on a late school bus.
- When it comes to the attention of the school office that a child has had five tardies, parents will be notified in writing. (Elementary School)
- After the third unexcused tardy in a quarter a detention will be issued. (Middle School) **Subsequent tardies may result in additional detentions and a request for a parent conference.**
- The building principal may require a conference with parents of excessively tardy students.

Educational Neglect

According to the Franklin County Department of Children Services, Educational Neglect is defined as occurring “when a parent or caregiver fails to act on behalf of a child. A child who does not receive adequate....education may be neglected.”

With regard to Excessive Tardiness:

Children who consistently arrive late to school are at a disadvantage, as instruction and information is being presented at the beginning of every class. There are a handful of tasks that the students perform, prior to the starting bell. Kids who spend their morning catching up, tend to do less well relationally *and* functionally. They are less engaged in participation and in relationships within their classroom. **Excessive Tardiness is 10 or more tardies in a school year.** A parent conference with the administrator will be requested if the number of tardy arrivals becomes excessive. Excessive Unexcused Tardiness may be considered educational neglect.

With regard to Excessive Unexcused Absences:

For every **two (2) unexcused absences** a letter will be sent home from the administrator. After **6 unexcused absences** a letter will be sent home from the administrator with the request for a parent conference. Further unexcused absences may result in truancy. Excessive unexcused absences (7 absences in a month, or 12 absences in a year) is considered truant.

We allow two (2) days from the student’s return to school, to receive a written notification and thus excuse the absence.

The consequences of excessive absenteeism will be determined at the discretion of the building principal.

With regard to Communication:

A parent's failure to communicate in a timely manner with the administration and/or teachers concerning matters of academic success of the student may be deemed educational neglect.