

# Calumet Christian School Attendance Policy

## The Framework

### Preschool

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, strep throat, lice, etc.) so that we can inform the class's parents of the possibility of exposure.

### Calumet South Start Times

8:20 am Middle School Homeroom Begins  
8:30 am Classes Begin (Preschool - 5th grade)  
12:15 pm Half-day Classes Begin ( PM Kindergarten)  
3:15 pm End of Day Dismissal

### Calumet North Start Times

9:00 am Classes Begin ( Preschool - 3rd grade)  
12:45 pm Half - day Classes Begin ( Pm Kindergarten)  
3:45 End of Day Dismissal

### Late Pick Up

Students not picked up within 15 minutes of dismissal time should report to the office and parents will be charged 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 support 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 prior to 9:15 a.m.
- Upon a student's return to school, a written explanation from the parent/guardian or doctor must be turned in to the 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.**

- **Excused Absences**

- Due to personal illness, injury, death of a relative, family emergency, physician visit, observance of a religious holiday, or a family trip that has been pre-approved by the building principal or middle school director.
- Absences of 3 consecutive days or longer may necessitate alternative academic arrangements, to be determined by the teacher(s).
- A student absent for more than six (6) days in one month, or eleven (11) days in a school year **excused or unexcused** is considered to be excessively absent. The building principal may request a parent conference to discuss plans for improving 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.

- **Unexcused Absences**

- Students will not receive credit for work missed during an unexcused absence.
- Due to a reason considered not acceptable to the school - such as over sleeping, or missing the bus.
- Work missed cannot be made up.
- When accumulated, may result in a conference with the principal or middle school director.

## Please keep the following in mind :

- Please call or email before 9:15 AM to notify the school of your child's absence that day.
- To excuse an absence a written explanation from the parent or the doctor must be received by the office in order to excuse an absence.
  - [calumetabsent@calumetcs.org](mailto:calumetabsent@calumetcs.org)
  - 614-261-8136 Calumet South
  - 614-392-0074 Calumet North
- Your tardy student will not be excused without an explanation for their late arrival
- Half day absence is determined by the total number of hours spent in class that day.

## Anticipated Absences:

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

- Students generally are allowed the same number of school days absent to make up the missed work after their return to school.
- Please alert the school office 10 days prior to a vacation or other planned absence
- Middle school students should initiate with each teacher to make arrangements for work that will be missed.
  - Work may be provided prior to the absence at their teacher's discretion.
  - Work provided prior to the absence will be due on the day of return.

## Tardies

- Students will be marked tardy if they are arriving after the first bell. We determine a late arrival to be excused, only when you have communicated the reason for them being late. Signing students in for a late arrival ensures that we have enough information to determine if the late arrival can be excused.
- When students are often late to school, the principal may request a conference to discuss this matter.

# Educational Neglect

According to the Franklin County Department of Children's 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***

Students 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. Students 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 arriving at school **late** 10 or more times. A parent conference with the principal may be arranged to discuss this matter.

## ***With regard to communication***

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