

ATTENDANCE POLICIES Attendance

Regular attendance and promptness are required of all students. Students are to demonstrate responsibility and dependability through their attendance. Both attendance and tardiness are recorded, and compiled records of attendance are kept on file for reference. Exceptions may be made by parent/guardian consultation with the Administrator.

Excessive Absences

Parents should seek to limit a student's absences for the school year, since important information and class participation are lost for each day missed.

Make-up Work

In all cases of absence, students are required to complete the necessary make-up assignments. The primary responsibility for make-up work lies with the student and the parents. Arrangements for make-up work must be made by contacting the teacher before or after school hours.

Absences do affect grades. Students miss discussions, oral drills, initial instruction and other activities.

Students with excused absences will be allowed the number of days absent for make-up work. A student absent only on the day of a test may be required by the teacher to take the test immediately upon returning to school. Points may be taken off for make-up assignments turned in to the teacher after the appropriate number of days has expired.

A parent is expected to bring a major project to the class on time on the day it is due should a student be unable to attend due to illness. The project may be delivered to the office but must be on time. Points will be deducted each day the project is not turned in.

Tardies

"Punctuality is showing a high esteem for others and their time."

Students arriving at school after 8:10 a.m. are considered tardy and need to report to the office. Every student receives two grace tardies per six weeks. Each tardy after that, will result in a \$5.00 fine. If a student has more than five tardies in a six-week period, a conference with the principal will be requested.

Excused tardies may include:

1. Sickness
2. Medical appointments
3. Accidents and unavoidable breakdowns
4. Unique, unavoidable circumstances as confirmed by CCS

Absences

When a student is absent the following procedure should be followed:

1. The parent or guardian should call the office before 9:00 a.m. to report the absence.

Medical and Dental Appointments

These appointments should be scheduled outside of school hours if at all possible. Recurring appointments such as orthodontist should not be scheduled during the same class period every month. **Please make as many appointments after school as possible.** If medical and dental appointments must be made during school hours, please avoid missing academic subjects.

Leaving the Campus

Students are not permitted to leave the campus during school hours except by parental arrangement and office approval. If students are to leave the campus after school with anyone other than a parent or designated person, notice must be sent to that student's teacher. Each family will complete a "Security Information Sheet." This will contain the names of anyone who has permission to pick up a student on a regular basis. If a parent wants another person to pick up a student, the parent must call the school office, give that person's name and that person will be required to show identification.

Withdrawal or Not Returning

Should a parent decide to withdraw a student during the school year, please notify the school Administrator. **A verbal notice to the child's teacher is not acceptable.** Families may have a "Balance Due" or a refund (depending on account status) at the time of withdrawal. An exit interview may take place and include a form to be filled out so that the office can forward all important documents to the future school.