

Calvin Christian School Attendance Policy

Regular attendance at school is of the utmost importance and students are expected to be present each day that school is in session. Each day in class, learning is taking place. These learning experiences can never be duplicated, and when a student is not in attendance, they are missing some portion of their total educational experience.

Absences will be recorded as excused or unexcused. Examples due to illness, injury, doctor or dentist appointments, and family emergencies are legitimate excused absences. All other activities should be scheduled outside of school hours or during normal holiday and vacation times. Any absences other than those caused by illness, family emergencies and medical appointments that cannot be scheduled outside of school hours will be considered unexcused.

Examples of excused absences:

- Illness/injury
- Doctor/dental/counseling appointments (**doctor's note required**)
- Family emergencies
- Death in the family
- Impassable roads due to inclement weather

Examples of unexcused absences:

- Absences without notification
- Family vacations
- Oversleeping or being tired
- Feigned illness
- Private lessons
- Missing the bus
- Suspension or expulsion from school

Regular Attendance

A student receives a full day credit if s/he is at school, ready to start the day when the final morning bell rings and stays until the dismissal bell rings at the end of the day.

Absence

A student will receive a **full day** absence if s/he attends less than 3.5 hours of a school day and will not be allowed to participate in any extracurricular activities held that same day. A student receives ½ day credit if s/he attends at least 3.5 hours of the school day. An absence will be recorded as either excused or unexcused as the situation requires.

Tardy/Early Release

A student is tardy if s/he arrives at school within 25 minutes after the final morning bell. S/he will receive an early release if s/he leaves school within 25 minutes prior to the dismissal bell. A tardy or early release will be recorded as either excused or unexcused as the situation requires.

Unexcused tardiness to school:

Each quarter, habitual, unexcused tardiness will be addressed as follows:

- 4th - Student will receive a note home
- 8th - A parent conference will be scheduled
- 10th – Administrator’s discretion

Students Leaving During the School Day

A student who needs to leave, during the school day, must have a written note. Parents who wish to remove their student, during the school day, must go to the office to sign their student out before going to the classroom. It is the student’s responsibility to contact the teachers whose classes s/he will be missing to request work in advance. If a student is returning to school following an appointment, he or she must sign-in at the school office.

Reporting an Absence to the School

Should it be necessary for a student to miss school, the following procedure must be followed:

1. On the day of the absence, a parent should notify the school office before 8:40 a.m.
2. On the day the student returns to school, he/she must bring in a written excuse from a parent, providing the following information: (This is necessary even if the parent has called the school office on the day the student was absent.)
 - a. Student’s name
 - b. Brief explanation for the student’s absence
 - c. Specific days being excused
 - d. Parent signature
3. The written note, which will be kept on file, is needed when a student is absent. The note should be taken to the office at the beginning of the day the student returns. It is the student’s responsibility to make sure the office receives the note. If a written note is not turned in within two (2) school days of the student’s return, the absence will be considered unexcused. A doctor’s slip must be submitted along with the parent’s written note for all doctor visits.
4. Extended absences, six (6) or more consecutive school days or seven (7) accumulated school days within a ten (10) day period, due to illness or injury requires a doctor’s written note stating how the illness or injury prevented the student from attending school. If the written notice is not turned in within two (2) school days of the student’s return, the absences will be considered unexcused.

If a student reaches ten (10) absences in a quarter, the parents and student will be notified that the credit of the class may be forfeited. Student absences should not exceed 10% of the total number of school days. If absences exceed this number, consideration will be given to retaining the student in the current grade. In the case of extended illness or injury, as verified in writing by a doctor, these absence limits may be reconsidered. The

administration and education committee will make this decision upon review of the student's academic record.

Attendance and Extra-curricular Activities

A student who is absent for more than 3.5 hours of the school day may not participate in any extracurricular activities held that same school day.

Make-Up Work for Absences

For an excused absence, a parent/student may request homework if the request is made to the office by 11:00am on the day of the excused absence. All collectable homework may be picked up in the office between 3:45pm and 4:15pm on that same day. It is the parent's responsibility to obtain any books needed from the child's locker. Students will have the same number of days to make up their work, as they were absent. The teacher will determine appropriate credit for such work.

For an unexcused absence, it is the student's responsibility to obtain any information and work missed. Teachers are not required to prepare homework in advance of the unexcused absence. Alternative assignments for class activities may be provided at the teacher's discretion. No time extensions will be given for homework, tests or quizzes that the student is aware of prior to the absence unless they make arrangements with their teacher before they leave. All homework missed must be completed within the timeframe determined by the teacher(s).

In-School Suspension

Students who serve In-School Suspension will be furnished with assignments or alternate opportunities for continued learning. S/he is expected to make up all work missed during the time of suspension and will not receive additional time to complete it. The teacher will determine appropriate credit for such work.

Truancy

Minnesota State Law states that all children must attend school until the age of 18. The law requires that parents compel their children to attend school. It is the responsibility of children ages 12-18 to make sure that they attend school everyday, every class. Excessive unexcused absences may result in a referral for truancy and/or dismissal from school.

School officials may request a meeting with parents to discuss why absences are occurring and find a solution to the problem. At that time it may be investigated to see if the student has any social, emotional or physical problems that are contributing to the absences. If truancy persists after parental notification, the school administration may make a referral to the County Attorney's Office for appropriate legal action.