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8110 Responsibility for Admission Decisions

The school building principals are given the authority to admit qualified student with the advice and aid of the School Board.

8120 Support of XCS

At least one parent must support the content and method of teaching at XCS. If after enrolling a student, a parent(s) no longer supports the content and method, the building principal may require the parent(s) to withdraw the student.

8130 Student Qualifications

8131 Adequate Learning Ability

8131.1 The student must not have a severe learning disability or physical or emotional difficulty.

8131.2 A readiness test will be given to children entering kindergarten to assure that they are adequately developed for kindergarten. Results from a preschool assessment test can be sufficient.

8131.3 All new students whose standardized test scores from the previous year are below grade level or those for whom standardized test scores are not available will take a placement test to verify that the student can succeed in a regular classroom.

8132 Appropriate Grade Placement

8132.1 Children applying for first grade must have completed a year of Kindergarten experience or have been accepted in a first grade program within another school system.

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8132.2 the student must have been promoted the preceding school year or the parents must be willing to have the student repeat the previous grade, if deemed necessary by the building principal.

8133 Appropriate Age

8133.1 Children applying for admission to kindergarten must be five years of age on or before September 30. Any child applying for first grade must be six years of age on or before September 30.

8133.2 Exceptions for early entrance to kindergarten must be pursued through the Spring testing programs that the school district in which the student resides provides.

8140 Non-Discriminatory Policy

XCS makes no distinction concerning an individual's sex, race, ethnic or national origin in admitting student to the school or any school-related program.

8210 Withdrawal Procedures

8211 Informing the School of Withdrawal

8211.1 Once an application has been approved, the parent will be notified that the student is an enrollee in XCS. Each student is enrolled for the entire school year or the balance of the school year unless special arrangements have been made with the building principal at the time of registration or appropriate notice of withdrawal is given.

8211.2 If a parent withdraws an enrolled student before the new school year begins, one month's tuition will be due.

8211.3 Parents must inform the school office of the actual last day of attendance at least two weeks in advance.

8211.4 Parent must inform the office of new city or street residence or new school before withdrawal.

8211.5 Before enforcing an expulsion because of overdue payments, the building principal will give the parents two weeks notice to enable them to make alternative arrangements.

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8212 Notice of Withdrawal to Public School System

8212.1 Whenever an elementary or middle school student withdraws from XCS, the school office will notify the superintendent of the appropriate public school district of the withdrawal and a new residence if the student is moving.

8310 Attendance Records

8311 Purpose

8311.1 Teachers shall report daily attendance to the school office early in the morning to fulfill XCS' legal responsibility to ensure that each student attend school daily and to assure safe arrival for bus and walking students.

8311.2 The office shall keep attendance records adequate to safeguard against the spread of communicable diseases.

8311.3 The school shall have emergency exit procedures posted by the classroom doors with attendance sheets for accurate attendance taking during a drill or actual evacuation.

8312 Attendance Credit

8312.1 Teachers will record the attendance for their classroom each day at the beginning of the school day, and again after the lunch period.

8312.2 When a student is required to represent XCS or participate in an approved school activity outside the school building, he/she will not be considered absent.

8312.3 Days on which the school is closed due to weather or emergency are not recorded as days of absence.

8320 Types of Absences

8321 Excused and Unexcused Absences

8321.1 A distinction will be made between "excused" and "unexcused" absences. Excused absences are as follows:

- Personal illness
- Medical or dental appointments

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- Family illness requiring student's help at home
- Death or funeral of relative or close friend
- Emergency requiring student's presence at home
- Travel or vacation with parents, when *prior* approval has been obtained by the administrator (see 8322.2)

8321.2 Unexcused absences are defined as an absence by the consent of the parent or with the parent's knowledge for a reason not acceptable to the school. (For example: music lessons, hair appointments, car trouble, over sleeping, etc.)

8321.3 Homework and tests missed during an excused absence can be made up. Those missed during an unexcused absence may, or may not, be made up depending on the discretion of the administrator.

8321.4 Disciplinary actions, including detentions, or suspensions for unexcused absences may be given if the administrator deems them necessary. When it comes to the attention of the school office that a child has five tardies the parents will be notified in writing.

8322 Extended Absences

8322.1 Parents must inform the administrator of special problems affecting school attendance in order that alternative educational experiences may be arranged to ensure that sufficient educational progress is maintained.

8322.2 Parents planning extended absences from school (3 days or longer) must seek the administrator's approval at least 2 weeks in advance.

8322.3 With the advanced administrator's approval the office will notify your student's teacher(s) for their class work to be prepared in advanced.

8322.4 Extended absences without advanced administrator's approval will not have class work prepared in advance; and students can make up the class work after their return. They will have as many days to make-up class work as they were absent.

8322.5 Administrators may consider any extended absence unexcused if deemed necessary, at which time all missed class work may not be made-up.

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8323 Notification of Absence

8323.1 A parent must notify the school office daily by 9:15 a.m. (by phone or by e-mail) of their student's absence and reason or the school office will contact you.

8324 Excessive Absences

8324.1 Excused absences of 3 consecutive days or longer may have alternative education experiences arranged to ensure that sufficient educational progress is maintained.

- A parent conference may be requested to review academic progress.
- Consequences of excessive excused absenteeism will be determined at the discretion of the building principal.

8324.2 Unexcused absences will result in the following:

- For every two unexcused absences a letter will be sent home from the administrator.
- After six 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 (see 8362.2)

8330 Re-entry Procedure

8331 Definition of Recovery from Illness

8331.1 A student will not be admitted to school unless their body temperature is below 100 degrees, without medication, for 24 hours.

8331.2 Students with communicable diseases will be allowed to return to school only after complying with regulations issued by the State Department of Health.

8332 Written Absence Notes

8332.1 A written excuse must be presented, in person or by e-mail, to the office upon return, stating the reason for any absence in order that the office can verify an excused absence and that the proper precautions for communicable disease have been taken.

8332.2 If the office doesn't receive written notification within two days of the student's return, the absence will be considered unexcused.

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8332.3 The administrator may require a physician's excuse if deemed necessary.

8340 Early Dismissal

8341 Student Protection Policy

8341.1 Under no circumstances is a child released from the school to anyone without the custodial parent(s) making previous arrangements with the school office.

8342 Request for Early Dismissal

8342.1 Parents who wish for the children to be dismissed early in the day are required to submit a written request or phone call before 1:00 p.m., stating the reason for and asking for the release.

8342.2 All persons picking up a child from school for an early dismissal must sign out in the office, at which time the office will call the classroom for the student's release.

8342.3 In the event that a student may become ill while in school, he/she must report to the office and the parent(s) will be notified.

8342.4 Any student leaving before 1:00 p.m. shall be considered absent for ½ a day.

8350 Tardy Arrivals

8351 Definitions

8351.1 All students who arrive in the classroom after 8:30 a.m. at the Calumet Campus; or after 9:00 a.m. at the Harambee or North Campuses shall be considered tardy.

8351.2 Students arriving at or before 10:00 a.m. will be considered tardy. Students arriving after 10:00 a.m. will be considered absent for ½ a day.

8351.3 Students in ½ day classes, such as Kindergarten, will be considered tardy if they arrive within 80 minutes after the start of class. Students arriving after 80 minutes will be considered absent for ½ a day.

8351.4 Doctor or Dentist appointments will not be considered tardy when accompanied by a written excuse from the parent or doctor.

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8352 Excessive Tardiness

8352.1 Excessive tardiness is 10 or more tardies in a school year.

8352.2 A parent conference with the administrator will be requested if the number of tardy arrivals becomes excessive.

8352.3 Excessive unexcused tardies will result in Educational Neglect (see 8361.1) and may include contact with county authorities.

8360 Educational Neglect

8361 Definition

8361.1 A parent's failure to ensure the student's academic success.

8362 Truancy

8362.1 Excessive unexcused absences (7 absences in a month, or 12 absences in a year) is considered truant.

8362.2 A truant student is considered to be in educational neglect.

8362.3 If it is determined by the administrator that a student is truant Franklin County Children Services may be contacted.

8363 Excessive Tardies

8363.1 Excessive unexcused tardies (10 or more in a school year) is considered educational neglect.

8364 Financial Aid

8364.1 Financial aid recipients may lose financial aid due to being in educational neglect.

8365 Non-Communication

8365.1 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.

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8366 Recovery for Educational Neglect

8366.1 If a student is identified as being in a state of educational neglect the administration will request a conference with the parent(s) to create alternative education experiences to ensure that sufficient educational progress is attained.