

Tuition envelopes will be included in the family folder received at Curriculum Night. If changes with family situations occur during the school year and tuition payment schedules cannot be met, families are to contact the school principal or pastor as soon as possible. Otherwise, payments will be expected as scheduled. A student's report card, diploma or transcript will not be issued until tuition, related fees and certificate program obligations are met.

**Financial Aid** is available through the Diocese of Cleveland. Families who have enrolled in Saint Columbkille School who wish to be considered for financial assistance are asked to complete the PSAS form. These are available through our website (link to the Diocesan website) and in the school office. These applications are handled by an independent third party and recommendations regarding assistance are communicated to the Parish.

## **ATTENDANCE**

### **Attendance Policy**

Parents/Guardians and students must accept full responsibility for regular attendance. Regular attendance and punctuality are vital in developing habits and attitudes of responsible behavior for success not only in school, but also for life. Attendance in school is compulsory according to state law, Ohio Code 3321.01 and 3321.03. After 7 absences, the parent/guardian will be contacted by the administration. After 12 absences, a conference will be required. Students absent for 20 or more days in one school year will have their academic records for the year reviewed by their teacher(s) and the administration before promotion to the next grade level. An "excused absence" such as illness, funerals, emergencies, shadowing, etc., counts as a day absent.

### **Absence**

When a student is absent from school, the parent/guardian is responsible for contacting the school office at **216-524-4816 by 8:15 A.M.** to state the reason for the absence. Calls may be made 24 hours a day with the voicemail system. If a call is not received, the office personnel will call the home or place of work to verify the student's absence. Parents/Guardians should request absent work to be either sent home with a sibling or picked up in the Circle Area afterschool at this time. ***If a student comes to school late due to an appointment or leaves school for an appointment, the parent/guardian is asked to come into the building and sign the "Late Arrival/Early Dismissal" book in the reception area.***

**Early Dismissal:** If a student has to leave school early for any reason (i.e. doctor/dentist appointment, funeral, etc.) please complete a 'Change of Routine' form (found on our website) and send in to your child's homeroom teacher that morning. When picking him/her up, please

follow the procedure outlined above. Students are responsible for material covered in class during the time of their absence.

**Vacations:** Each spring a school calendar for the following school year is posted on the school's website. Should a vacation become necessary, it is the responsibility of the parent to notify the school office and the classroom teacher in advance. Since it is difficult to predict the amount of schoolwork that will be accomplished during the child's absence, all assignments will be given to the student upon returning to class. Students/Parents are responsible for contacting their teacher(s) regarding school work missed during this vacation and will be given appropriate time to complete the missed work upon their return to school.

### **Tardiness**

Children must be in their homerooms by **7:55 A.M.** Tardiness not only disrupts the school routine, but also negatively impacts a student's ability to come to school ready to learn.

Chronic and habitual tardiness is contrary to the mission of the school and is a violation of the Educational Neglect Bill (Senate Bill 181). Parents/guardians have the legal responsibility for making sure each of their children arrives to school on time.

**For every 3 tardies a student receives, he/she will serve one afterschool detention. Please note, if your child is enrolled in the Aftercare Program, you will still be billed for that time.** Late arrival of a bus, weather conditions, or traffic may be exceptions. If a student is repeatedly tardy further consequences may include but not be limited to: parent-teacher-principal conference, and/or parent/guardian being reported to the proper legal authorities.

***Students arriving to school after 8:15 a.m. must be accompanied by their parent / guardian to the reception area to be signed in the 'Late Arrival/Early Dismissal' book. These students will be marked absent for the amount of school time that they have missed.***

**Absences/Tardies** will be recorded as follows:

- ANY student arriving after 7:55 A.M. will be marked '**Tardy**'
- Students who miss between 2.5 and 5 hours will be marked as '**Half-Day Absent**' (This includes arriving late, leaving school early, and leaving/returning to school for any type of appointment.)
- Students who miss 5 or more hours of the school day will be marked as '**Full Day Absent**'
- Students who leave early but miss less than 2.5 hours of the school day will be marked '**Tardy/Early Dismissal**'