

ATTENDANCE

CCS hours are from 8:30 a.m. to 3:30 p.m. Students should not be dropped off before 8:00 and should be picked up no later than 3:45. CCS provides supervision from 8:00 am to 3:45 pm.

ABSENCES

Regular attendance is always a contributing factor to success in school. If a student misses more than 10 days per semester in any one class, students will not receive credit for the class and must re-take the class. If a student misses over 10 days per semester, a written appeal may be made to the administrator. Absences due to school related events i.e. games, field trips, labs, etc. are not counted toward the 10 day total. In all absences, the amount of time a student has to turn in make-up work will be equivalent to the number of days missed except for athletic events. If your student is absent, please call the school office by 10:00 A.M. (918) 341-1805

ABSENCE

When returning to school, follow this procedure:

- 1.) The student must bring a signed note with an explanation from the parent.
 - a. Elementary: note may be given directly to teacher
 - b. Secondary: note is to be taken to the school office for an admittance slip to enter class.
- 2.) The student must make up all missed exams. It is the responsibility of the student to contact the teacher regarding makeup work and test.

PLANNED ABSENCE GUIDELINES- Trips, vacations, etc.

Please check with your teacher and [GradeLink](#) for your assignments.

TARDIES/EARLY DISMISSAL

CCS recognizes the importance of having a level of responsibility in all facets of our lives. This is especially important in the everyday mechanics of a person's life. Students should learn to be productive with their time and courteous with other people's time.

CCS expects that all students will exercise promptness in meeting the obligations of their coursework and class meeting times. Parents have a direct impact by ensuring this level of promptness. Tardy students should follow the procedures below:

Secondary: Go directly to the office with a note of excuse signed by the parent.
Students that do not report to the office, will be counted as a full day absence. It is the student's responsibility to follow the proper procedures.

Elementary: Go directly to your classroom/teacher with a signed note from your parent/guardian.

Students/Parents whose actions exhibit a tolerance for excessive absences and/or tardiness, will be asked to schedule a parent-administrator conference.

Early dismissal for secondary:

- 1.) sign the student out in the school office
- 2.) send a note or call the office stating the following pieces of information
 - a.) time the student should leave
 - b.) the reason
 - c.) transportation arrangement

Elementary:

- 1.) parents will need to check out the student through the teacher.

WEATHER POLICY

Watch Oklahoma's News channel 2,6, or 8 for any closing information. CCS will be listed separately under Rogers County. CCS closings do not always correspond to the local public schools. Parents should make the ultimate decision as to the safety of their child attending school during inclement weather. Administration recognizes leniency on daily work during these time periods.