

ATTENDANCE REMINDERS:

A priority at North County Christian School is to use instructional time productively. Regular attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction, and that unnecessary and/or excessive absence and/or tardiness severely impedes the educational process. We have staggered start times for preschool, elementary and secondary students, therefore, it is important for parents and students to be aware of the following information.

School Hours:

Secondary - Grades 7-12 8:00am – 3:00pm

- ◆ Classes for our secondary students in grades 7-12 begin at 8:00am sharp.
- ◆ We ask that secondary students not arrive prior to 7:30am because there is no staff to supervise them prior to that time.
- ◆ Secondary students should plan to arrive no later than 7:50am in order to be in classrooms by 8:00am.
- ◆ Secondary students arriving after 8:00am will be counted tardy.

Elementary - Grades K-6 8:00am to 3:00pm

- ◆ Classroom instruction for preschool and elementary students begins promptly at 8:00am
- ◆ Students should arrive between 7:45 and 7:55 in order to be in classrooms ready to learn at 8:00.
- ◆ Extended Care is available for elementary students from 6:00am to 7:55am. Extended Care charges apply for elementary students arriving prior to 7:45am.
- ◆ Elementary students arriving after 8:00am will be counted tardy.

Preschool – Ages 3 and 4 8:00am to 3:00pm

- ◆ Preschool students arriving between 6:00am and 8:00am will be supervised in Extended Care until 8:00am. Extended Care cost is included in preschool tuition.
- ◆ Preschool students not in extended care should arrive no later than 8:00am.
- ◆ For morning drop-off, parents of preschool students can park and walk to the front door with their child. School staff will meet children at the front door and escort them to their classroom. For afternoon pick-up, parents should park and walk to the front door and school staff will escort the child to the door to meet the parent.

NOTIFICATION OF ABSENCE

1. On the day of the absence, the parent or guardian must notify the **school office** via phone or email before 9:00 AM to report the reason for the absence.

EXCESSIVE ABSENCES (GRADES K-12)

After six absences a semester, a letter will be sent home to notify parents. If eight absences occur in one semester another letter will be sent home. From nine-twelve absences, a letter will be sent, followed by a phone call. **Any student missing more than twelve (12) days of school or twelve (12) class periods in any one course per semester could result in loss of credit and receive an F for the semester's course work unless there are extenuating circumstances that are presented to the School Board.** Absences due to approved school activities and college days are not counted toward the 12-day limit.

TARDIES (GRADES K-12)

The discipline of showing up for school on time is equally as important as regular attendance. Student tardiness, of course, disrupts the classroom and results in lost learning time. Parent cooperation in the matter of punctuality and attendance is required. Students should plan to arrive on campus no later than 7:55 am each day, in order to be in class by 8:00 am. Students who are tardy must report to the appropriate office (elementary/secondary) upon arrival. **Three unexcused tardies will count as an absence.**