# **Attendance Policy**

Regular attendance is essential to success in school.

Please notify the school office if your child will be absent on a given day.

First Bell: 8:10 a.m. Late Bell: 8:15 a.m.

If your student comes late to school please stop by the main office and get a tardy slip.

5 Tardies & Absences - Principal sends a letter to parents.
 10 Tardies & Absences - Principal sends a letter to parents.
 15 Tardies & Absences - Principal calls home and refers matter to Student Services Director at the District Office.

## **School Hours:**

#### Kindergarten:

#### **Morning Session:**

Monday - Thursday 8:10 a.m. - 11:15 a.m. Friday 8:10 a.m. - 10:15 a.m.

#### **Afternoon Session:**

Monday - Thursday 12:05 p.m. - 3:05 p.m. Friday 10:30 a.m. - 12:30 p.m.

### 1st - 5th Grade:

Monday - Thursday 8:10 a.m. - 3:05 p.m. Friday 8:10 a.m. - 12:30 p.m.