



## ATTENDANCE GUIDELINES

**NOTE: There is no supervision for students at NCSA before 8:00 a.m. or after 3:45 p.m. (1:15 p.m. on Minimum days). Please contact the office if you need to arrange for aftercare.**

Good attendance is key to your child's success in school. Good attendance practices are also essential in order to receive the most state funding for NCSA. Please follow these guidelines:

1. If your child is going to be absent (or tardy), please call the school at 273-7736 ext. 300 first thing in the morning. This is also a safety precaution. If we do not hear from you, we will be required to call home. Ultimately, it's the **parent's responsibility** to advise the school when a child is absent. We do not encourage written excuses.
2. **PLEASE BE ON TIME!** Late arrival (after 8:30AM) not only affects your student, it disrupts the class as a whole. **A child is considered tardy after 8:30AM and will need to stop by the office for a tardy slip.**
3. The only excused tardies are for medical and dental appointments. Please call the school if your child is going to be late due to an appointment. It is important that you get a slip from your doctor or dentist in order to validate the excuse. If you can arrange to bring your child in following an appointment, they are considered present. After school appointments are best.
4. **Good communication with the school is essential.** If your child is excessively absent or tardy, NCSA is required by law to report you to the Nevada County Superintendent of Schools Office, which will initiate a School Attendance Review Board hearing.
5. Please do not schedule vacations for days when school is in session. If this is unavoidable, Independent Study Contracts (an agreement to do school work at home) are available for four days or more, but must be pre-arranged a week in advance with the Attendance Coordinator and your child's teacher.
6. If you are unsure about any of the above guidelines, don't hesitate to discuss your concerns with the Office. We are always available to assist you and your child in any way possible.