



# Attendance Policy

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The NEW School values the role of consistent attendance in fostering a dynamic, Christ-centered, and growth-oriented learning environment. Regular attendance ensures that students benefit fully from our unique educational programs, including outdoor exploration, piano and French lessons, and a balanced, sustainability-focused curriculum. Below are the expectations for attendance, tardiness, and absences:

## Expectations for Attendance

- 1. Regular Attendance:** Students are expected to attend school daily, arriving prepared to engage in all activities and learning opportunities. Active participation is essential to their growth and contribution to the school community.
- 2. School Hours:** The school day begins with drop off between 8:45 AM and 9:00 AM and concludes at 3:30 PM. Students are encouraged to plan to arrive by 8:45 AM to settle in and prepare for the day's activities.
- 3. Outdoor Time:** Our program includes 2 ½ hours of daily outdoor time in nature. Attendance during these hours is crucial as it is a core part of our balanced and experiential learning approach.

## Tardiness

- 1. Punctuality:** Arriving on time is a fundamental aspect of respect and responsibility. Students arriving after 9:05 AM will be marked as tardy.
- 2.** If parents are not at school prior to 9:30 AM for outdoor transition, the only other time to drop children off will be strictly during the lunch block between 11:45 AM and 12:15 PM.
- 3. Late Arrivals:** If a student will be late, parents must notify the school Director by phone by 8:15 AM. Chronic tardiness disrupts the learning environment and may require a meeting with parents to address the issue.
- 4. Morning Transition:** Students arriving late may miss critical morning routines, including breathwork, reflection, and announcements, which set the tone for the day.

## Absences

- 1. Reporting Absences:** Parents must inform the school of any planned or unplanned absences by 8:15 AM on the day of the absence. For planned absences, such as vacations, advance notice of at least one week is requested.
- 2. Unexpected Absences:** Absences due to illness, family emergencies, or other unavoidable circumstances will be considered excused.

## Make-Up Work

- 1. Responsibility for Missed Work:** Students are responsible for completing all assignments and activities missed during their absence. Students should take on the responsibility directly with the teacher to collect materials and plan for make-up work.

## Support for Families

The NEW School understands that unforeseen circumstances can arise. Our staff is committed to working with families to support consistent attendance while accommodating individual needs. Open communication is key to ensuring the success and well-being of every student in our care.