

SCHEDULE AND ATTENDANCE

Regular School Day

The regular school day will begin at **8:00 a.m.** and end at **3:15 p.m.**

Unsupervised students should not be on school grounds before **7:45 a.m.** or after **3:30 p.m.** Students who are not picked up by **3:40 p.m.** will be sent to Extended Care.

Early Dismissal

School will **usually** dismiss at **1:30 p.m.** on the second or third Friday of the month for faculty meetings and before some holidays. Sometimes the monthly faculty meeting is held during the staff development day. Parents should consult the monthly calendar.

Absence

Regular attendance is required by state law (Neb.Rev.Stat. 79-201) and will help each student achieve his/her potential. Please make every effort to avoid appointments during school hours; vacations should be scheduled around school breaks. ***If a student will be absent, parents are asked to call the school office (476-7373) before 9:30 a.m. that day or send a signed note with a sibling. An explanation must be given for the absence, either in writing or over the phone.*** The school is required to submit a weekly report to the County Health Department identifying the types of illnesses that have kept students out of school. It is recommended that students remain out of school 24 hours after their fever is gone. Students who are ill and sent home from school during the day should be kept home the following day.

When a student is absent due to illness, parents may request that his/her schoolwork be sent home with a sibling or make arrangements to pick it up from the office at the end of the day.

If a student will be absent because of a planned trip, the work will be made up when the student returns to school. In some circumstances, arrangements can be made with the teacher to take tests before the absence. The student will have one day for each day missed to make up the work. Work that is not turned in after the allotted time will be counted as zero. P.E., music, and computer classes are an important part of the curriculum, and make-up work will be assigned for these classes if a student is absent. If a student is not in school due to illness, vacation, or other reasons, he/she is not allowed to attend school functions in the evening of that same day. An excused absence, such as a medical appointment, would be an exception.

If a student is absent for more than five consecutive school days, a signed medical release is needed upon the student's return to school. Parents will be notified when a student has been absent eight days in a semester. If a student is absent for more than twenty days during the school year and is falling behind in schoolwork he/she will be considered for retention.

Excused Tardies and Absences

If a student arrives late or leaves during school hours because of an appointment they will be counted as tardy or absent with an excuse. Whenever a student is taken out of school early, a parent must come to the office and sign the student out. If the student returns to school during the same day, the student must stop in the office. Students arriving after 8:00 a.m. will be counted as tardy.

Dropping off/Picking up students

Morning Drop Off: Cars will enter from Isaac Drive and pull up past the walkway to allow students to exit the car. Please do not stop right at the main sidewalk, but pull forward so that several cars can be dropping students off at the same time. Parents who choose to walk their students to the building or who need to stop in the office are asked to park in the parking lot.

Afternoon Pick Up: Cars will enter the school grounds at the east entrance from N.W. 10th Street. Please plan to arrive after 3:05 p.m. since preschool dismissal is at 3:00 p.m. After the first group of cars are loaded and have left, the next set of cars should **move all the way forward**. Teachers and staff will be there to direct the traffic flow. Students will be given designated places to wait until they are picked up. There will be **no crossing the driveway** while students are being picked up after school without the attending teacher's permission and then only after all traffic has stopped. ***Please set a good example to your children regarding this safety measure by following the rules.***

Walkers/Bikers: For safety reasons, **students walking or riding bikes** will be dismissed after the vehicle traffic has ended. Parents must decide if it is safe for their child to ride a bike to school (the public school does not allow children below third grade to ride bikes to school). All students riding bicycles are strongly encouraged to wear helmets. Students are to obey all safety and traffic rules.

Preschool

A preschool program is offered for **4-5 year old children** (who are not in Kindergarten) on ***Monday, Wednesday, and Friday*** with the morning group attending from **9:00 to 11:30 a.m.** and the afternoon group from **12:30 to 3:00 p.m.** An additional four year old program is offered on Tuesday and Thursday from 12:30 to 3:00 p.m. A preschool program is offered for 3-4 year old children on ***Tuesday and Thursday*** from **9:00 to 11:30 a.m.**

↳ There will be a \$1.00 per day fee charged for preschool students who are not picked up at 3:00 p.m. and are not enrolled in the extended care program.

NOTE: On days of early dismissal, the morning preschool students will meet from **8:30 to 10:30 a.m.** and the afternoon students from **11:15 a.m. to 1:15 p.m.**

School Closings

In case of inclement weather, North American Martyrs will follow the public schools in closing. Parents can listen to radio stations KFOR, KLIN, and KLMS, or watch Channels 8 or 10/11.

When LPS is in session, Catholic schools will dismiss automatically or close if LPS dismisses early or closes due to cold weather or icy conditions. When LPS is not in session, the Diocesan Superintendent of Schools will announce cancellation or early dismissal. Since North American Martyrs School is air-conditioned, students are not dismissed early for heat-related conditions.