

Section 6 - School Hours, Attendance, Absences, and Tardiness

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School Hours

School Day Start Times

- All grades: Mondays, Tuesdays, Thursdays, Fridays at 7:50 a.m. (morning drop-off begins at 7:20 a.m.)
- All grades: Wednesdays at 8:35 a.m. (morning drop-off begins at 8:15 a.m.)

School Day End Times

- Preschool through Grade 5 dismiss at 3:00 p.m. (except half-day preschool classes)
- Middle School/High School dismiss at 3:15 p.m.

School Offices - are open from 7:00 a.m. to 4:00 p.m., with the main reception desk covered until 6:00 p.m.

Late-Start Wednesdays

Wednesday

Wednesday classes for all students begin later to allow our faculty time for professional development. Morning drop-off on Wednesdays is from 8:15 to 8:35 a.m. The official school day begins with the morning devotion and announcements at 8:35 a.m. Students are considered tardy at 8:36 a.m. The school bus pick-up times do not change. If necessary, for households with two working parents, students may be dropped off as early as 7:00 a.m. and will be required to attend a monitored study hall until 8:20 a.m.

Attendance

Class attendance is important for academic growth and the development of a sense of responsibility. Most subject materials are presented in a sequential manner. When a student is not present, a “gap” in learning can result. Clarification, discussion, and instruction are also lost when a student is not in class. Therefore, any unnecessary absences are to be avoided. It is also beneficial for students to learn that time commitments are important; this accountability follows them throughout their lives. Promptness also allows students time to organize him/herself prior to the starting of class. A final consideration is the effect of tardiness on classmates and teachers. Everyone is affected when the class is interrupted by a student arriving late.

MPCS takes an ardent position that regular class attendance is essential for academic continuity and progress. Parents should do whatever necessary to ensure consistent class attendance by their children. Regular tardiness is also viewed as unacceptable behavior by students and will also be addressed by the school’s administration. Parents should note the following regarding attendance and punctuality:

- Parents are strongly discouraged from planning family or other non-school related trips at times that do not correspond to MPCS designated breaks.
- Parents will be notified when a student has reached an unacceptable number of absences during the semester. If the problem persists, disciplinary action will be taken regarding student truancy. Absences may also result in grade failure, lead to repeating a grade, or grade remediation.
- Due to best practices, as well as GHSA regulations, no student who is absent for more than half a day will be permitted to participate in any school-related activity the evening of the school absence.
- Parents should always avoid enabling children by excusing them (i.e. checking them out of school) due to pressures of exams or unpreparedness on the part of a student.
- Parents will be notified by the school administrator when a student has been tardy for what is determined to be an excessive number of times. If tardiness persists, disciplinary action will be taken against the student, if the tardies are a result of student, rather than parental, issues.
- A student who exhibits a pattern of consistent tardiness or absence may be prohibited from re-enrollment.
- Parents/guardians and students are reminded of the school’s yearly calendar, which provides sufficient vacation periods.
- Early check-outs from school are discouraged.

Excused Absences

- Absence due to personal illness
- Absence due to grave illness of an immediate family member
- Bereavement
- Participation in a school-sponsored event

MPCS reserves the right to question a large accumulation of absences. If absences are excessive, affect the school community, or interfere with the student's ability to complete assignments, a conference will be called. If attendance concerns are not resolved, the school has the responsibility to take further actions to ensure students attend school. Review each division handbook for additional specifics regarding attendance.

Returning to School after a Mental Health Concern or Absence

Students who experience a mental health issue such as: threat or action to constitute self-harm or harm to others, behavior that impacts day to day school functions resulting from a mental health condition, or other mental health concern that may impact a student's ability to navigate the school setting must have written documentation from the attending doctor stating the student is clear to return to school. Furthermore, documentation must state the student is not considered a threat to his or herself or others. Parents should also notify the clinic of any medication or health history changes.

Weekly Chapel

Chapel services are held weekly in the Kristi Lynn Theatre of the Murray Arts Center.

Tuesdays: 10:55-11:40 a.m. – High School
1:00-1:40 p.m. – Middle School

Wednesdays: 8:50-9:15 a.m. – Lower School

Preschool chapels take place weekly in the Sewell Cottage.

Tuesdays: 8:05 a.m. – PK3

Wednesdays: 8:50 a.m. – PK4 and TK