

26-27 Schedules and Attendance Portola Elementary School

	Regular Day		Banking Day		Minimum Day	
	Monday, Tuesday, Thursday, Friday		Days: Wednesdays		Dates: Nov. 18-24; March 11-16; June 3	
	Instruction Starts	Dismissal	Instruction Starts	Dismissal	Instruction Starts	Dismissal
TK/Kindergarten	8:00 AM	12:15 PM	8:00 AM	12:15 PM	8:00 AM	12:15 PM
Grades 1-3	8:00 AM	2:25	8:00 AM	12:15	8:00 AM	12:15
Grades 4-5	8:00 AM	2:30	8:00 AM	12:20	8:00 AM	12:20

Attendance:

Attendance matters, even in TK and Kindergarten! Portola has a goal to reach 97% average daily attendance.

The bell to walk to class rings at 7:55. All students should be on campus by 7:55. All students not in their seats by 8:00 will be marked tardy.

Any students arriving after 8:30 are marked truant unless a doctor's note is provided.

All absences must be cleared within 3 days of absence. After 3 days, the office staff is not able to change a truancy or unexcused absences. Absences are only excused for;

- **Student illness or injury**
- **Medical, dental, optometrical, or chiropractic appointments**
- **Funeral services** for immediate family members
- **Quarantine** directed by a health officer