

ARRIVAL

Students should not arrive earlier than 7:40 a.m. or remain on campus later than 3:15 p.m. unless they are participating in a supervised activity. Our teachers are not required to be at school until 7:55 a.m. ALL visitors are REQUIRED to check in at the office & receive a visitor's pass to visit with teachers at a scheduled appointment, during their planning, or after school. Parents should not be in the hallway & are not allowed to walk their children to class. *See 'Mommy Line' instructions in our handbook. If you are checking our child out early or need to visit, he/she will be called to the office after you have signed in/out. Children will be taken outside for supervised recess as weather permits. Children should be dressed appropriately for each season. Students must have a signed/dated doctor's note which explains the reasoning to stay inside.

HOMEWORK REQUEST

In the event that your child is absent from school you can call the office for a homework request. If you call the office before 10:00 AM requesting homework the teachers will do their best to have it ready for you in the office by 3:00 PM. If you call the office to request homework after 10:00 AM please visit the office on the next school day to pick up the missed work.

END OF DAY INSTRUCTIONS

When parents call to change their child's method of travel home, the office staff writes it on the teachers 'End Of Day Instructions'. Teachers will receive their 'End Of Day Instructions' at 2:00 PM each day. Any changes in the way of how students will be going home is changed at this time. At 3:00 PM Kindergarten 2nd grade students are walked to their bus & pick up lines. Bus students will be check in by their bus line staff member, then walked to their appropriate bus. 3rd-5th grade students are still in their classes receiving instruction & are dismissed with all K-5th grade students at 3:15 PM. Due to safety concerns, the process of updating instructions, & correctly leading children to their method of travel home, it is best that you do not check your child out of school after 2:00 PM. If you have a doctor's appointment or an emergency please call ahead & we will have your student ready for you.

ABSENCE/CHECK OUT

The late bell rings at 8:15 AM. Students must be signed in by an adult after 9:00 AM, & are counted AM ½ day absent. Pre K students are not allowed to be checked in after 11:00 a.m. Students checked out before the last bell are counted as "Early Out". *See the 'Tardies/Early Out' section of our handbook for more information.

Please review our handbook for more information.