

School Hours and Operations

School Hours for Students: 8:00AM-3:00 PM

Students must be in their classrooms by 8:00 A.M. or they will be counted as tardy. For safety reasons, students are not allowed to be dropped off at school before 7:30 a.m. as staff members are NOT available for supervision and the building will not be open. The building door will open every day at 7:30 a.m. If students are left unattended outside without parent supervision, authorities will be called; this is for the safety and well-being of your child.

Office Hours: 8:00 AM-3:30 PM

Office personnel will not be available after 3:30 PM to take calls. If you need to speak with your child's teacher please send an email or call the school the next morning. If you need to speak with the principal regarding an issue or concern, please send an email jetavia.williams@pcboe.net or call the school the next business day. Please do your best to refrain from calling school during dismissal.

Tardies

Students are required to attend school and each class on time each day. When a student is tardy at the beginning of the school day, the parent must check the student in at the school office. Tardies are counted daily. Parents will be notified once a child accumulates three tardies. Students with more than three tardies are subject to discipline in accordance with the Code of Conduct. Students are tardy when they are not in their homeroom class by 8:00 A.M. All absences or tardiness are unexcused until the excuse has been submitted to the school. Tardy excuses include the following but not limited to the following: a note from a doctor, dentist, or court official.

Check Out Procedures

Once at school, the student is expected to remain the entire day except in extreme emergencies. Occasionally circumstances occur in which a child needs to leave school early. These circumstances, however, should be the exception, not the rule. Therefore, we ask that all medical and dental appointments be scheduled after school hours when possible. As parents, you have the right to check your child out of school when necessary. As school officials, we have the obligation and authority to keep your child in school when necessary. Bearing this in mind, your rights will not be questioned unless checkouts become excessive. You may be required, at that time, to provide a doctor's excuse for each subsequent occurrence. If a student needs to be checked out of school, the parent must make a written request in the school office as well as call. Students checked out before 12:00 P.M. will be counted absent. Also, students who check in after 12:00 P.M. will be marked absent. For safety reasons, your child will only be released to the people whose names are listed

on the registration form. **A picture ID is required. Parents must be in appropriate attire to enter the building.** If you need to check your child out early, please check him or her out before 2:15 P.M. **NO CHECKOUTS AFTER 2:15 P.M.**