

General Information

Attendance/Tardiness

- Scholar hours of attendance 8:00 a.m. – 3:30 p.m.
- Parent/guardian is responsible for providing the school with one, preferably two, contact phone numbers.
- Parent/guardian is responsible for contacting the school in event of an absence.
- School will adhere to CCSD truancy policy.
- Valid absences include: illness, religious holiday, death in immediate family, family emergencies, situations beyond the student's control as determined by the building Principal, or circumstances that cause the parent/guardian reasonable concern for the student's safety or health.

Arrival

- Scholars may arrive at school no earlier than 8:00 a.m. School-provided supervision will begin at 8:00 a.m. in designated area.
- Out of an abundance of caution, scholars will not be allowed on campus before 8:00 a.m.
- Scholars that arrive after 9:00 a.m. must be signed in by a parent/ guardian.

Dismissal/ Sign Out

- In order to minimize traffic congestion, we ask that parents not sign out scholars after 3:00 p.m.
- Walkers and Car Riders will be dismissed first and go through the doors of the appropriate areas.
- Scholars who walk to and from school will require a note from his/her parent to allow him/her to leave the school. Please submit the letter to the homeroom teacher who will give it to their grade level administrator.
- Buses riders will be dismissed by their bus numbers. Once students are brought to their bus, it is expected that they will stay seated on the bus for their safety. Bus rules are explained to each student by teachers and the bus monitor, and they must be strictly enforced for the safety of everyone on the bus. Buses will depart from the school at 3: 30 p.m.
- Students must have written or email permission from their parent/guardian to go home with another child.

***All scholars will adhere to the social distancing guidelines. In addition, scholars will wear masks during the instructional day. This school year will look different than other years due to the COVID-19 situation. As we are continually ensuring the safety of your children, we will continue to adapt our procedures to ensure the safety of students and staff.