

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. There is an excuse box (blue box) in the lobby.
- 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 do not sign out Walkers and Car Riders will be dismissed first and go through the doors of the appropriate areas. Car riders, and walkers especially, are expected to exit the campus immediately upon leaving the building.
- 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 all CCSD policies/procedures which might be in place for COVID-19 or any other emergency. *****



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