

## Arrival Procedures

As we approach the beginning of a new school year, please review our Arrival Procedures as are stated in the *Parent-Student Handbook*:

- School begins at 8:00 A.M. Students may begin arriving at 7:30 A.M. Students are dropped off at the back of school at the gym door where they are greeted by the principal and other school personnel.
- Students who need to arrive before 7:30 AM may be enrolled in the Before School Care Program that begins receiving children at 7:00 A.M. Arrangements can be made with the school office.
- Students are **not permitted** to enter school through the front door between 7:30 and 8:00 A.M.
- **The back door is closed at 8:00 A.M. Students arriving after 8:00 A.M. must be accompanied to the school office by a parent through the front door. Students will be marked tardy after 8:10 A.M.**
- Students who are tardy must be signed in by a parent in the school office. Please be aware that when students are tardy, not only are they losing important instructional minutes, but they are disrupting the morning routine and learning climate for their classmates. We ask your support in having your child arrive to school on time. If a student is repeatedly tardy, a notice will be sent to parents. If improvement is not seen, a conference between the parents and Assistant Principal will be required.

Thank you for your cooperation and support. If there are any questions, please do not hesitate to call the school office.