

# Arrival and Dismissal Policies and Procedures

## School Hours

The school day for Kindergarten-Fifth Grade is 8:45-3:15. Parents, we are concerned for your child's safety and would ask that you cooperate and see that your child does not arrive at school prior to 8:30 a.m. and that they are picked up promptly in the afternoon. Teachers are not on duty to provide supervision of students before 8:30 a.m. except in the cafeteria for those eating breakfast.

For your convenience, the Columbus Department of Parks and Recreation operates a before and after school program. You can register your child from 7:00 a.m. – 8:30 a.m. or from 3:00 p.m. – 6:00 p.m. each day or call them at 706-225-4658 for fee information.

No student may leave the school grounds in the morning or during the day once they have already been on the school grounds. This is for the safety of the students! The stores across the street are OFF LIMITS to any student in the morning who has already reported to school, and to all students after school until they have reported home.

ALL STUDENTS SHOULD REPORT DIRECTLY TO THE CLASSROOM WHEN ARRIVING AT SCHOOL. (If students arrive at school before 8:30 a.m., they will report to the gym.) STUDENTS PARTICIPATING IN THE BREAKFAST PROGRAM SHOULD REPORT DIRECTLY TO THE CAFETERIA.

## Tardies

Students arriving after 8:45 a.m. should report to the office for a late slip. A parent or guardian must come into the office with the student to sign them in. Parent's are also asked to present documentation to show that the tardy is excused. An example of an excused tardy would be a doctor or dentist statement. If there is no documentation, the tardy is considered unexcused. If a student has unexcused tardies, a referral to the school social worker will be made for a parent contact. In addition, students with unexcused tardies will be unable to make up class work, which may result in failing grades.

## Early Checkout

Students leaving during the school day for appointments or illness must be signed out in the office. Identification will be required of persons checking out a student. **STUDENTS SHOULD NOT BE CHECKED OUT FROM 2:30-3:15 p.m. WITHOUT PROOF OF A MEDICAL APPOINTMENT.**

Documentation is required to excuse an early dismissal. Excessive unexcused early checkouts will result in a mandatory conference with the parent.

## Dismissal

School is dismissed each day at 3:15 p.m., unless it is an early release day, in which students are released at 1:15 p.m. Parents are responsible for making sure their child is picked up from school on time each day. They should let the school know whether they will picking their child up after school or if their child will be going to daycare, riding the bus or walking home. Parents who are late must come into the front office and sign their child out. Referrals to the school counselor and social worker will be for students who are consistently picked up late.