

ATTENDANCE

SCHOOL HOURS

Breakfast:	8:00 a.m. – 8:30 a.m.
School Starts:	8:31 a.m.
Dismissal:	3:00 p.m.

Breakfast is served each morning from 8:00 a.m. until 8:30 a.m. Once the child finishes eating, they are to report to the recess area or the gymnasium, as dictated by the weather. **Parents, it is important that you do not have your children arrive at school before 8:00 a.m. (if eating breakfast) and 8:30 a.m. (if not eating breakfast).** There is no one to watch the children prior to these times. Please help us keep your children safe by adhering to this policy.

DISMISSAL

Kindergarten and 1st grade students will be dismissed from their classrooms at 3:00 p.m. If you come before 3:00, you **MUST** go to the office and sign out your child for any grade level.

Grade Level	Time	Where
K – 1 st	@ 3:00	From classrooms
2 nd – 6 th	@ 3:00	From the gymnasium

Students **WILL NOT** be allowed to re-enter the building once they leave. Also, middle and high school students will not be permitted to walk around the building. If older siblings and/or former students are picking up children, all procedures must still be followed.

School begins at 8:31am and dismisses at 3:00pm. Tutoring/extra-curricular activities end at 4:30pm.

Please note that HABITUALLY disregarding these times may lead to an intervention involving other entities (e.g. social workers, East Cleveland Police Dept., Children Family Services etc.).

DAILY ATTENDANCE - TARDINESS

If your child is tardy, please call the school the school office. Please give your name, your child's name, their room number, and the reason for the tardy. You should also be prepared to inform the school as to approximately what time your child will be reporting to school.

DAILY ATTENDANCE - ABSENT

If your child is absent, please call the school office and have your child bring a note when he/she returns to school. Please provide your name, your child's name, their room number, and the reason for the absence. Please make sure you date the note. Any student that has an excessive number of tardies and/or absences will be referred to our Intervention Assistance Team and Social Worker.