

# SOUTHWARK ELEMENTARY SCHOOL



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**Andrew Lukov, Principal**

## Southwark School Arrival and Dismissal Policy

### **Arrival Procedures**

- The school day is from 8:30 AM to 3:09 PM.
- The cafeteria is open at 8:00 AM for breakfast.
- A staff member is in the schoolyard and cafeteria at 8:00 AM.
- **Important: Students should not be on the school grounds before 8:00 AM.**
- All morning entry from 8:00 AM to 8:30 AM must be done through the cafeteria door. There are no exceptions to this rule.
- To maintain proper safety and security, the 8<sup>th</sup> Street doors will no longer be in use during the school day. These are emergency exits only.
- During breakfast, students must stay in the cafeteria. The only exception is the use of our bathrooms that are located outside of the cafeteria.
- Parents are welcome to accompany their children into the cafeteria, but must limit themselves to the cafeteria.
- During breakfast, students and parents are not permitted to leave the cafeteria to travel to other parts of the school building.
- Students are welcome to play responsibly in the designated play areas of the schoolyard. Due to smaller children in the schoolyard, the use of hard-skinned footballs and soccer balls are prohibited.
- Students begin to line up at 8:25 AM in the yard.
- Students are picked up by their teachers at 8:30 AM.
- At 8:30 AM, we will dismiss the cafeteria so that we may begin preparing for lunch. All parents are to exit the building using the cafeteria door. To limit traffic and maintain security, parents are not to use the 8<sup>th</sup> and 9<sup>th</sup> Street doors to exit.
- During student entry into the building at 8:30 AM, parents are not permitted to follow their child into the building. Any parent who wishes to see the administration must obtain a Visitor's Pass by entering through the 9<sup>th</sup> Street doors and report to the Main Office.
- Kindergarten students line up in the cafeteria
- Pre-K students line up outside of room B-21 using the side schoolyard entrance.
- Students who arrive after 8:35 AM are considered late and must enter the building through the 9th Street doors and receive a late slip.

### **Dismissal Procedures**

- All Pre-K students are dismissed from the side schoolyard entrance and must be signed out daily.
- All kindergarten students are dismissed to the 9<sup>th</sup> Street lot and must be signed out daily. Please note that Kindergarten students will be dismissed from the cafeteria during inclement weather.
- All students grades 1-5 are dismissed to the schoolyard via their morning entry points
- All students grades 6-8 are dismissed to the 9<sup>th</sup> Street door sidewalk.
- Parents are welcome to begin waiting for their children in the schoolyard beginning at 2:50 PM.
- Please note that rain or shine, parents are not permitted to wait inside the building due to safety reasons.

- At no time is a parent to enter the building during dismissal using the 8<sup>th</sup> Street doors.
- To ensure proper supervision of the dismissal process, the administration will not be able to meet with parents from 2:55 PM until 3:30 PM.

### **Dismissal Rules for Students**

- Go directly home from school.
- During dismissal, students are responsible to follow all school rules.
- Stay on sidewalks, cross at corners and throw trash in proper receptacles.
- Listen to the members of our community and the crossing guards.
- **Important: No students are to be in the building or school grounds after-school unless they are attending an after-school program or supervised by a staff member.**

### **Early Dismissal**

- Permission to leave the building must be obtained from the main office.
- **Important: Students must be signed out in the main office.**
- A Parent or adult (over 21) designee can pick up a student.
- The adult designee must be on the student's emergency contact form and must have identification.
- No early dismissals are granted after 2:30 PM.
- Students are accountable for work missed.

### **After-School Programs**

- Students who attend after-school programs must immediately report to the program's designated area.
- Students who attend after-school programs may not leave the building during dismissal and then reenter the building to attend their after-school programs.
- Students may not wait for siblings who are remaining after school.

## **Southwark School Attendance Policy**

### **Lateness**

- Students who arrive after 8:35 AM are marked late and must enter through the 9<sup>th</sup> Street door to get a late note.
- Chronic lateness will result in disciplinary action.
- Parents cannot escort children to class
- Students are accountable for work missed.
- If a student arrives after 10 AM or leaves before 1 PM without a valid excuse note, the student will be marked as half a day unexcused.
- Two half days will add up to one unexcused absence day.

### **Attendance**

- Because attendance is key to success in school it is carefully monitored.
- An absence note must be submitted within three (3) calendar days of the absence. Failure to provide a written excuse within three (3) days will result in the absence being counted permanently as unlawful/unexcused.
- Legal action will be taken in cases of repeated unexcused absences.
- Parents are notified after three absences.
- After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note.