



ON-SITE PROCEDURES FOR MIDDLE AND HIGH SCHOOL STUDENTS



Preparation

1. Please make sure your student has a nutritious breakfast. Snacks are available in the morning.
2. Come prepared in uniform with a laptop, charger, individual schedule, notebooks, pencils, pens.
3. Students should be on-site 15 minutes before class begins.
 - o Students who are 10 minutes late to class at least 3 times in one quarter will need to meet with the program manager to resolve the issue
4. Students should bring lunch. There is a microwave for warming food or students can use Uber Eats, GrubHub, etc. Lunch must be ordered to arrive by 12pm.

Arrival

5. Drop off students at the back door next to the playground. The earliest drop off is 8:30am. Students will be escorted by staff to check in.
6. Cell phones will be collected at the Check-in desk upon arrival. Phone usage is allowed during lunchtime ONLY. They will be returned at the end of the day. In an emergency during school hours please call Ms. Perkins at 301 772-8591 or call the front desk at (301) 583-5330 and ask them to reach Ms. Perkins.
7. Proceed to your designated first period (consult your schedule for course name and location).

Assignments & Reports

8. Homework must be turned in by due dates. Students have 24 hours to get late assignments uploaded and at the most receive 50% for CORRECT assignments. All assignments turned in after that will receive a zero.
9. If a student needs accommodations, please contact the tutor before on-site classes begin.
10. Homework is not excused for athletes who are traveling..
11. Mid-quarter progress reviews will be available, so parents/guardians, students, coaches, and administration are aware of the student's progress. Google Classroom will be used.

Dismissal

12. All classes end at 2:00 PM. Students end the day at 2pm and are escorted to the front of the building. All athletes are escorted to the front of the building at 2:00pm to board the van for practice at the Family Life Center.

Probation

13. Every student is on 9-week probation to ensure that our school is a good fit.