



## ON-SITE PROCEDURES FOR ELEMENTARY SCHOOL STUDENTS



### Preparation

- Please make sure your student has a nutritious breakfast.
- Come prepared in uniform with a laptop/tablet, charger, individual schedule, notebooks, pencils, pens.
- Students should be on-site 15 minutes before class begins.
- Students can bring lunch. There is a microwave for warming food, or students can use Uber Eats, Grubhub, or the On-Site Café. Lunch must be ordered to arrive by 12pm.

### Arrival

- 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.

- 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.
- Proceed to your designated first period (consult your schedule for course name and location).

### Assignments & Reports

- Homework will be given weekly.
- If a student needs accommodations, please contact the tutor before on-site classes begin.
- Grades for K-1st and 2nd (if requested) will be O-Outstanding, S-Satisfactory & N-Needs Improvement and grades A-E for 2nd and up. Google Classroom will be used.
- Mid-quarter progress reviews will be available, so parents/guardians, students, coaches, and administration are aware of the student's progress.

### Dismissal

- All classes end at 2:00 PM. Students are escorted to the front of the building for pick up by parents. Athletes are escorted to the front of the building to board the van for practice at the Family Life Center, etc..

### Probation

- Every student enters our program on a 9-week probation at the start of the year to ensure that our program is a good fit.