



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.
 - 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, Grub Hub, etc. Lunch must be ordered to arrive by 12pm.

Arrival

5. Sign in at the school side reception area. The earliest drop off is 8:30am. Students will be escorted upstairs by staff to check in.
6. Place cellphones in the boxes 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 202 697-0552 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 will only receive 50%. All assignments turned in after that will receive a zero.
 - If a student needs accommodation, please contact the tutor before on-site classes begin.
9. Homework is due on time for athletes who are traveling. Study opportunities should be available when the team is on travel.
10. Mid-quarter progress reports will be given, so parents, students, coaches, and administration are aware of progress.

Dismissal

11. All classes end at 2:00 PM. Students end the day at 2pm and are escorted to the front reception area or sometimes outside to the playground. All athletes are escorted to the reception area at 2:30pm to board the van for a ride to practice. Sometimes they will be at the playground during the transition as well.

Probation

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