



## ON-SITE PROCEDURES FOR ELEMENTARY 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 tablet or laptop w/ a charger, individual schedule, notebooks, pencils, crayons, glue sticks, scissors, and colored pencils. We will provide backup materials.
3. Students should be on-site 15 minutes before class begins.
  - Parents of students who are 10 minutes late to class at least 3 times in one quarter will need to meet with the program manager to address this matter.
4. Students should bring lunch or order from the SCA cafeteria. Lunch arrangements must be made no later than 9 AM.

### 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.
  - If a student needs accommodation, please contact the tutor before on-site classes begin.
9. Mid-quarter progress reports will be given, so parents, students, coaches, and administration are aware of progress.

### Dismissal

10. Classes end at 2:00 PM. Students begin to prepare to end the day at 2 PM and are escorted to the front reception area or sometimes outside to the playground.

### Probation

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