



Attendance, Dismissal, and Visitors

- **Attendance:** Teachers record attendance at the start of each lesson on the shared Google spreadsheet. Late slips are stapled into the classroom notebook. Any unexplained student absences are reported to the Head of School and Counselor.
- **Late Arrival:** Students arriving after 8:40 wait in the gate area until break and must obtain a late slip from the Head of School before entering class.
- **Early Dismissal:** Two dismissal slips are issued: one remains in the classroom; the other is handed to security upon student exit. Parents must inform the bus company if their child will not ride the bus.
- **Visitors:** All visitors must sign in at security. KG and Pre-K parent visits are also logged.