***LATE ARRIVAL & EARLY DISMISSAL***

School hours are 7:20-2:15 p.m. on full days and 7:20-11:00 a.m. on half days. All students arriving after 7:20 a.m. **must** see the security officer located in the main hallway for a tardy pass. Any students arriving after 1st hour (8:30a.m.) each school day will need to see the security officer in the main hallway with a parent/guardian to be signed in and receive a tardy pass. Even if your student drives a car to school this procedure will be strictly enforced. If your student arrives without you once 2nd hour has begun, they will be instructed to either: return home, call home to be either picked up, or a parent/guardian will need to come in and sign them in.

As always, we encourage doctor appointments or any other appointments for your student be scheduled after school hours, however, if this is unavoidable parents will need to provide ***in writing*** a note with the following information; date and time for early dismissal, explanation as to why the student is leaving early, a daytime contact phone number that ***YOU*** can be reached at, **AND** if ***YOU*** are not picking up your student, the name of the **adult** that will pick them up. As always no student will be released to anyone who is not on their emergency card and over the age of 18. Please make sure you assist your student in filling out the Emergency Card with current and accurate information. In case of a personal or school emergency this information is crucial.

Every day it is critical that your student is on time, on task, and in attendance in school. Unless your child is ill and you are available to pick them up, we will not allow students to be dismissed via a phone call from their parent or guardian. ***YOUR STUDENT’S*** safety is of our utmost concern and priority. With your continued assistance in supporting us with these guidelines, we are able to provide a safe and successful learning environment.

Attendance is directly linked to student achievement. Here at The Southfield Regional Academic Campus, ***SUCCESS IS THE ONLY OPTION.*** Being in attendance and on time to school each day is the first discipline students need to embrace in order to be successful in their future careers. Your child’s success begins at home; we are an extension of the home and the learning environment, we require your assistance in promoting and endorsing these guidelines. Send a strong message to our children;

***FAILURE IS NOT AN OPTION!!***

We are here because we care. ***WE ARE HERE TO HELP THEM GRADUATE, IT’S JUST THAT SIMPLE!***

Dwayne Eason

