

Daily Schedule, Attendance, Arrival and Dismissal Procedures

7:20 a.m. – Bell to enter building

7:30 a.m. – Tardy bell (Students must be in their classrooms)

7:35 a.m. – Prayer, Pledge and announcements (all student activity ceases until prayers are completed)

7:40 a.m. – Classes Begin

10:55 a.m. – Lunch/Recess

1:50 p.m. – Prayer and Dismissal

Attendance

It is important to be punctual and in regular attendance in order to receive the maximum benefits a St. Michael's educational program. Please note the following:

- In case of a student's absence, parent/guardian must call the school office (708-349-0068) before 8:00 a.m. each day the student is absent. Requests for homework must be made at this time. Requests after 8:00 a.m. will not be honored. If requested, homework must be picked up in the school office prior to 3:00 p.m. Homework may also be sent to another student to be brought home. Junior High homework will be available on the webpage.
- A doctor's release is required for absence due to a communicable disease or any medical related absence of 5 consecutive days. When a student is absent ten (10) consecutive days or more, a meeting with the principal, student and parent/guardian is required before the student will be re-admitted.
- A tardy slip will be given to students who are late for school. A detention will be issued with the 4th and any subsequent tardy. If your child is chronically tardy, parents will be asked to meet with the principal and a member of the discipline committee to rectify the problem. It is not our intention to punish the child. However, when a child enters the classroom after class has begun, it proves to be a disruption to the entire class.

- Medical and dental appointments for students should be scheduled outside of school hours.

Arrival/Dismissal Procedures

Arrival

- Only students on the designated walker list are permitted to use the doors on Highland Avenue closest to 144th Street. During school hours, this is an emergency EXIT only. Exceptions must be approved by the principal.
- Due to safety and security concerns, no student will be allowed to enter the school building prior to 7:20 a.m. Any students arriving prior to 7:00 a.m. are unsupervised.
- All bus riders and car riders enter the school through the “D” doors from the school parking lot.
- Car riders must be dropped off in the parking next to the “car free zone” indicated by orange cones. **Due to safety concerns for walkers, no car riders will be allowed to enter the building on Highland Ave.**

Before school begins, all car/bus traffic will enter the parking lot by way of 143rd St. on the north side, or West Ave. (via the north drive) on the east side.

Dismissal

Dismissal begins at 1:50 p.m. Bus riders are dismissed first. Car riders will be dismissed after all busses have cleared the parking lot. Parents are to pick up all car riders in the school parking lot. Students will exit the building through the “D” doors and will remain in the “car free zone” until their designated ride arrives in line. The school cannot assume responsibility for any student picked up on one of the side streets. **All parents are to remain in their cars when picking up students at the end of the day.**

Students are permitted to ride bicycles to and from school only when written permission from a parent/guardian is on file in the school office for the current school year. **Any safety violation will result in revocation of this privilege.**