



Student Attendance and Departure policy

2026-2027

Student Safety and Security Requirements for Entry and Exit:

1. Adequate Security Personnel:

- Sufficient security guards are to be stationed at the school entrances and access points.

2. Teacher Supervision During Morning and Afternoon Periods:

- **Two teachers** will be assigned to greet students as they enter from the main gate in the schoolyard.
- **One teacher** will greet students entering from the back gate.
- Additional teachers will be present, as needed, to guide students to their classrooms in each building.
- **Two teachers** will supervise students as they exit through the main gate at the end of the school day.
- **One teacher** will supervise students exiting from the back gate.

3. Designated Crosswalks for Pedestrian Safety.

4. Dedicated Areas for Individuals with Special Needs.

5. Designated Parking for Parents.

Student Arrival and Dismissal Procedures:

Arrival and Dismissal Times:

1. School Hours:

- The school day begins at 7:30 AM and ends at 1:35 PM for elementary students, KG department: 7:30 AM – 1:00 PM. All students are expected to be in their classrooms before school begins to avoid missing any instruction time.

2. Gate Opening Time:

- Gates will open for students at 7:00 AM, allowing adequate time for preparation before the school day begins.

3. Late Arrival Policy and Procedures:

- Students arriving late will be permitted entry until 7:40 AM. After this time, the student must obtain an entry slip from the administration before heading to class.
- In cases of repeated lateness or excessive tardiness, appropriate measures will be taken in coordination with school administration.
- A student arriving late must report immediately to the front office, where administrative staff will issue a tardy slip to present to the teacher. Parents may also explain the delay

by email or phone call. If a student is late repeatedly without valid reasons, parents will be contacted for further discussion. Students who consistently arrive late without valid reasons may face disciplinary actions.

4. Early Dismissal Procedures:

- If a student needs to leave before the official school end time, a parent must email the administration explaining the reason. This prior notice ensures a safe and organized dismissal process.
- Parents must inform the school in advance if a student will be absent or needs early dismissal, using the following channels:



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Morning Procedures:

- **Kindergarten:**

- After parking in the designated area, the parent should accompany the kindergarten student by hand from the school entrance to the kindergarten corridor. A supervisor will meet them and ensure the student arrives safely at their classroom, where the teacher or assistant will receive the child. This process minimizes accident risks and ensures student safety.

- **Elementary School:**

- After parking in the designated area, the parents will escort the student to the school entrance, where the security guard will confirm the student's entry to the school grounds. The student will then proceed to the morning assembly or, if late, directly to the classroom building. Parents are not permitted to enter classroom buildings, and an internal supervisor will accompany the student to their classroom if necessary. Additional assistance will be provided for students with special needs.
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Student Dismissal Procedures:

- Parents should wait in designated areas outside the building and are not permitted to enter classroom buildings for student pick-up at dismissal.
 - Students will gather in the outdoor yard or in the sports hall (during hot weather) for organized dismissal to parents.
 - Upon the parent's arrival, the teacher will verify the parent's identity before releasing the student. Upon exit, the security guard will halt traffic temporarily to allow students and parents to cross safely. Assistance will be provided for students with special needs as needed.
 - We would like to note that the school administration will not be responsible for students once they are picked up by their parents after the official school dismissal time at 2:20 p.m. Parents are kindly requested to adhere to the pick-up schedule to ensure the safety of their children.
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Important Notes:

- Household staff are not permitted in classroom buildings.
- Students will not be released to anyone not pre-authorized by the parents.
- Parking or stopping in front of the main entrances is prohibited.
- Parking on sidewalks or in spaces designated for individuals with special needs is prohibited.
- Late students will be handled in accordance with the school's tardiness policy.
- No visitor or parent will be allowed entry without prior registration.