



DAILY PROCEDURES

ARRIVAL

Students should arrive to school **no earlier than 7:45 a.m.**, unless they are attending morning tutoring sessions. Students will be allowed into the building at 7:45 a.m. Upon arrival, students are to report directly to their homeroom classroom.

TARDY

Students who arrive on time will have a better chance to achieve. Students who arrive after 8:10 a.m. will be marked tardy. Lunch is ordered by 9:30 a.m. If students will be arriving after 9:30 a.m. and need to receive a school lunch, the parent/guardian must call in and inform the main office. Otherwise, the student will need to provide their own meal.

BREAKFAST

Breakfast will be served between 7:45 a.m. to 8:10 a.m. Only students who arrive by late busses after 8:10 a.m. will be allowed to receive late breakfast.

LUNCH

Students will have a 40 minute lunch and recess period. A nutritious lunch is provided at school or students may bring a lunch from home. No students are to share any food items during the lunch period. This is due to allergies and food safety. If you are dropping off a lunch for your student, you can leave it at the front desk and the student will be called up to pick it up. Please be sure to put your student's name on the lunch box or sack if your student is packing a lunch.

EARLY DISMISSAL

Early dismissals during the **last 30 minutes** of the day are very disruptive and will be counted as a half day absence, unless the student has a doctor's appointment. If a doctor's excuse is not on file, the student will be listed as "unexcused absence."

DISMISSAL AND PICK-UP TIMES

Staff will escort students to their appropriate destinations for dismissal by 2:30 p.m. Students must adhere to school-wide rules during dismissal times. If your child has not been picked up by 3:00 p.m., Imagine Great Western Academy holds the right to notify the Columbus Police Department to transport your child to Franklin County Children's Services. Parents are to wait outside the building for dismissal. **No student will be allowed to leave with anyone who does not have proper identification on file in the front office. There are no exceptions made to this rule.** If you have a change in pick-up arrangements, you must contact the main office before 1:00 p.m. We will not make changes after this time, unless in the case of an emergency.

EMERGENCY SCHOOL CLOSINGS

In case of severe weather, the principal will notify local TV and Radio stations regarding the decision to close school or delay its opening. Imagine Great Western Academy will be closed due to inclement weather whenever Columbus Public Schools and/or Southwestern City Schools are closed or as Great Western deems necessary. Please make arrangements for your child if you are not home and school must be dismissed early due to an emergency. **Emergency contact information must be on file in the front office for this reason. If you have a change in this information you must provide it to the front office immediately.**

ATTENDANCE PROCEDURES

Achievement and attendance are highly related. Each student is required to attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

1. Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided. Absences may be “excused” or “unexcused”. An absence may be excused if the student brings a note in advance or within three (3) days of the child’s return to school signed by his/her parent/guardian stating the reason. The Ohio Revised Code lists the following reasons for an excused absence.
 - Personal illness. (The principal may require the certificate of a physician if he/she deems it advisable.)
 - Illness in the family
 - Quarantine of the home. (The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.)
 - Serious illness or death of a relative
 - Observance of religious holidays
 - Emergency or set of circumstances that, in the judgment of the principal constitutes good and sufficient cause of absence from school.
 - Funeral of a family member
 - Family vacation less than ten (10) days (This requires a two (2) week prior approval)
2. Parents/Guardians must notify the school on the day a student is absent unless the principal has been notified in advance of the absence. Lacking parental notification of an absence, the principal/designee will notify the parent of the student’s absence by telephone or written notice on the same day the student is absent.
3. If a student is dismissed early for a doctor’s appointment or for another valid reason, the student must bring in a note signed by his/her parent or guardian that morning. The parent must meet the child in the school office before the child will be excused.
4. All other absences are “unexcused” as determined by the principal and included but are not limited to truancy, oversleeping, personal appointments (hairdresser, etc.) and unapproved vacations.