## Upper School 7-8
### General Information • 2019-2020

### School Hours

**Early Morning Note:** 7:30 a.m. is the earliest students may arrive as the doors are NOT unlocked and no one is here to supervise them. Students cannot be dropped off outside or left in our lobby.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>7:55 a.m.</td>
<td>Students arriving after 7:53 a.m. are considered tardy and must stop at the front desk for a pass.</td>
</tr>
<tr>
<td>3:10 p.m.</td>
<td>Students should be picked up by 3:30 p.m.; otherwise, they will be taken to After School Care and a fee will be charged.</td>
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</tbody>
</table>

Students leaving or coming during the day can sign in/out at the 7-8 desk without a parent coming in the building as long as we have advance notice of the appointment. Students can meet parents in the front circle. Please email the US 7-8 Administrative Assistant of upcoming appointments.

**Chapel** – *Fridays 2:20-3:10 in Founders’ Campus Gym unless otherwise notified. Parents are welcome! Please join us often!

### Regular Bell Schedule

- Bell 1: 7:55-8:50
- Bell 2: 8:50-9:40
- Bell 3: 9:40-10:30
- Bell 4: 10:30-11:20
- Bell 5: 11:20-12:10
- Lunch: 12:10-12:50
- Bell 6: 12:50-1:40
- Bell 7: 1:40-2:30

**Student Directed Learning (SDL):** 2:30-3:10

*No SDL on Fridays due to chapel schedule*

### Lunch Procedures

Students signed out for lunch, either by a parent, or with written parent permission someone else, (friend or relative) must return during the designated lunch time or is considered tardy.

If your child forgets their lunch or money, they can charge a lunch. This charge must be repaid to the food service (GTF) the following school day.

Parents are welcome to join their child for lunch. Please see the family handbook for details.

### After School Care (ASR Gr 7-8)

Fee Based “Pay-to-Stay” • Pre-Registration Required


<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>3:15 p.m.</td>
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<tr>
<td>5:45 p.m.</td>
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</tbody>
</table>

**End of Day Messages:** If you must leave a message for your child, please call the front desk (ext. 269) before noon. DO NOT leave messages at any other extension. The front desk is always staffed and your message will be received. We can NOT guarantee your message can be delivered if left at a different extension.

*All visitors must stop at the front desk for a pass.*