

## **2.1 DAILY SCHOOL OPERATION**

Daily School Operation Hours are as follows:

### Student Hours

Monday through Friday: 7:55 a.m. to 3:30 p.m.

### Office Hours

During the days of regular school operation, the office will be open thirty minutes prior to the beginning of school and will close fifty--five minutes after school is dismissed. The office is closed during holidays and after 1:00 Monday-Thursday and all day Friday during the months of June and July and the first week of August. Director and Assistant Director voice mail and email are available at all times and will be responded to as soon as possible during office hours

Approved: 08/15/2015

### Administrative Rules

Parents may drop off students for the school day beginning at 7:30 a.m. All carpool policies must be followed at all times. Vanguard students are invited to wait quietly in the building until the 5-minute warning bell rings, at which time the students may go to classrooms, ready for instruction.

The school start bell will ring at 7:55 a.m. and the tardy bell will ring at 8:00 a.m. Students who are not in the classroom by the tardy bell are considered tardy and must retrieve a tardy slip from the office prior to entering class. Excessive tardies at the beginning of the school day will be assessed fines.

Students will be marked absent for any and all classes for which they are more than 10 minutes tardy. Excessive tardies and absences will result in consequences as outlined in applicable school policies, which include fines.

Approved: 08/15/2015

Updated: 8/8/2022