

River City Science Academy Mandarin

RCSA Mandarin Campus Daily Schedule 2018 – 2019 *Middle School*

School Hours:

Middle School: 7:45 a.m. – 2:45 p.m.

Early Dismissal Hours:

Middle School: 7:45 a.m. – 1:00 p.m.

Early Morning Extended Day:

6:45 a.m. – 7:45 a.m.

- Students must be dropped off at the cafeteria doors during this time.

Arrival:

7:15 a.m. – 8:00 a.m.

- Doors will open at 7:15 a.m. Students will report to their homeroom classes between 7:40 a.m. and 7:45 a.m. Breakfast will be available from 7:30 a.m. – 7:45 a.m. All students must report to their homeroom class no later than 7:45 a.m.
- Middle School students will enter the building at the P.E. entrance and will report to Mrs. Lugo's room.
- Students who arrive earlier than 7:15 a.m. will not be under the supervision of an adult from RCSA or allowed in the building if they are not checked in to Early Morning Extended Day.
- Students arriving after 7:45 a.m. be tardy and must be signed in by their parent/guardian at the front office.

Lunch Schedule	
Grade Level	Period
Sixth	11:30 a.m. – 12:00 p.m.
Seventh & Eighth	12:20 p.m. – 12:50 p.m.

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Dismissal:

2:45 p.m.

- The front office will be closed during dismissal. Please hold any needs until dismissal ends at 3:00 p.m.
- Carpool pickup for middle school will be in the Staff Parking Lot, ***unless the middle school student has a sibling in kindergarten through 2nd grade***
- Please follow the directions below for pick up:
 - Middle school students will be picked up in the staff parking lot
 - If the middle school student has a sibling in 3rd through 5th grade, the 3rd through 5th grade sibling will also be picked up in the staff parking lot. ***unless the middle school student is NOT on campus or leaving campus at the time of dismissal***
 - If the middle school student has a sibling(s) in kindergarten through 2nd grade, they will be picked up in Lane 2.
- Students attending clubs or tutoring will be expected to be in their club by 3:00 p.m.
- Any student that is not picked up by 3:00 p.m. will be sent to Extended Day. Parents will have to sign the child out from the Front Office and pay the daily rate of \$15.
- **WALKERS:**
 - Students will be escorted to the sidewalk on Old St. Augustine Road (on the other side of our fence) at 2:45 p.m.
 - Please be mindful that students are released from class at 2:45 p.m., meaning they may not arrive to the walkers pick up right at 2:45 p.m.
 - If you are meeting you student, there will no need to come inside the fence, please wait by the sidewalk on Old St. Augustine Road.

Extended Day:

3:00 p.m. – 5:45 p.m.

- Extended Day students will be picked up from their homeroom classrooms and checked into Extended Day at 3:00 p.m.
- Please follow the directions below for pick up:
 - Middle school Extended Day students will be picked up in the Upper Front Office.
 - If picking up between 3:45 p.m. and 4:00 p.m., parents must park in the staff parking lot for pick up.
- Students will have blocks of time for homework, computer lab, activities, snack, and recess.

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Clubs and Tutoring:

3:00 p.m. – 3:45 p.m.

- Students attending clubs or tutoring will be expected to be in their club by 3:00 p.m.
- After clubs/tutoring, students will be escorted to carpool dismissal.
 - Please follow the directions below for pick up:
- Carpool pickup for middle school will be in the Staff Parking Lot, ***unless the middle school student has a sibling in kindergarten through 2nd grade***
- Please follow the directions below for pick up:
 - Middle school students will be picked up in the staff parking lot
 - If the middle school student has a sibling in 3rd through 5th grade, the 3rd through 5th grade sibling will also be picked up in the staff parking lot. ***unless the middle school student is NOT on campus or leaving campus at the time of dismissal***
 - If the middle school student has a sibling(s) in kindergarten through 2nd grade, they will be picked up in Lane 2.
- Students attending clubs or tutoring will be expected to be in their club by 3:00 p.m.
- Any student that is not picked upon dismissal from clubs/tutoring will be sent to Extended Day. Parents will have to sign the child out from the front office and pay the daily rate of \$15.

Building closed for the night:

6:00 p.m.

- By law, we are required to call the authorities for any child that is not picked up by the closing time.
- If you are running late due to traffic, please call the school to notify the front office staff.

Please NOTE:

- Early Checkouts & Tardies:
 - In order for a student to be checked out early:
 1. An ID must be shown.
 2. The adult picking the child up must have been previously approved by the parent/guardian.
- **Students are not able to be checked out after 2:15 p.m.**
- If a student exceeds the number of excused/unexcused tardies or absences without official documentation, DCPS will step in to handle the truancy.