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START ON TIME. SHINE ALL DAY!

EPCS Punctuality Expectations and Family Support Plan

At Englewood on the Palisades Charter School, every instructional minute matters. Arriving on time allows students to begin the day calmly, participate in morning routines, and receive all scheduled instruction.

Our School-Day Expectations

- The school day begins promptly at **8:00 a.m.**
- Students arriving **after 8:10 a.m.** will be marked tardy.
- Students who arrive late must report to the Main Office before going to class.
- Parents and guardians should notify the school when an emergency or unavoidable circumstance will cause a student to arrive late.

Why Punctuality Matters

Frequent tardiness can cause students to miss:

- Morning instruction and classroom routines
- Intervention and academic-support services
- Announcements and assignment directions
- Opportunities to prepare for the school day
- Important instruction in the same subject or class

Even a few minutes each day can add up to hours of missed learning over the course of the school year.

How EPCS Will Respond

EPCS will monitor student punctuality throughout the school year. When a pattern of tardiness develops, the school may:

- Notify the parent or guardian;
- Contact the family to determine the cause;
- Review the student's record through the EPCS Attendance Team;
- Request a parent conference;
- Work with the family to develop a punctuality improvement plan; and
- Connect the student or family with appropriate school-based supports.

Our goal is to address concerns early, understand any barriers affecting the family, and prevent tardiness from becoming a persistent pattern.

How Families Can Help

Families can support punctuality by:

- ★ Establishing consistent bedtime and morning routines;
- ★ Preparing clothing, lunches, backpacks, and school materials the night before;
- ★ Planning to arrive between 7:45am and 8:00am.;
- ★ Leaving additional travel time for traffic and weather;
- ★ Creating a backup transportation plan; and
- ★ Contacting EPCS promptly when a medical, transportation, housing, family, or other serious circumstance affects on-time arrival.

If your family is experiencing an ongoing barrier that makes punctual arrival difficult, please contact the school. We want to work with you to identify a solution and ensure that your child receives the full benefit of every school day.

Stop & Plan. Prepare. Prosper.

Together we work. Together we succeed.