

ARRIVAL & DISMISSAL TIMES AND PROCEDURES



As you can imagine, arrival and dismissal can tend to get a little hectic. Listed below are our new hours, along with the arrival and dismissal times and procedures. We are asking for your cooperation and look forward to another safe and fun school year!

***** School Hours ~ Monday – Friday, 8:30am-4:00pm *****

- Students will not be allowed to enter the buildings prior to 8:30am.
- All students must arrive in their respective buildings no later than **9:00am**.
- Students arriving after this time will be considered **tardy**.
- All students arriving after this time must report to the Main Office of their respective building for a pass to class and will not be allowed in class without a pass.

Normal Dismissal and Pick-Up:

The dismissal process will begin at **3:35pm** as follows:

- **Pick-Ups – 3:35pm-3:50pm:**
 - Parents enter through the flagpole door on Humboldt Street.
 - Student pick-up and sign-out is in the cafeteria/rec space.
 - All parents/guardians and students exit through the flagpole door.
- **Walkers – 3:55pm:**
 - All walkers will be dismissed at 3:55pm.
- **General Bus Dismissal – 4:00pm:**
 - All students who ride the bus will be dismissed at 4:00pm.
- **General Pick-Up Policies:**
 - Students will NOT be allowed to leave the premises with anyone **who is not authorized to pick them up**.
 - Parents/Guardians may call the attendance office to add someone new to their child's authorized pick-up list.
 - All adults who pick up students will need to show identification to sign the student out before leaving the building.

