

2018-2019 ARRIVAL & DISMISSAL PROCEDURES



As you can imagine, arrival and dismissal can tend to be among the busiest times of the school day. Listed below are our school day hours, along with the times and procedures for arrival and dismissal. We are asking for your cooperation and look forward to another safe and fun school year!

***** School Hours ~ Monday – Friday, 8:30am-3:30pm *****

ARRIVAL:

- Students will not be allowed to enter the buildings prior to 8:30am.
- All students must arrive in their respective buildings no later than **8:45am**.
- 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 with a parent/guardian for a pass to class and will not be allowed in class without a pass.

DISMISSAL AND PICK-UP:

Early Dismissal/Pick-Ups (prior to 3:15pm):

- The school must be notified of an early dismissal/pick-up **prior to 2:00pm** for all students.
- All parents/guardians must sign out their student(s) at the Main Office of the respective school building **prior to 3:15pm**.

REGULAR PICK-UPS – 3:15pm-3:30pm:

- Parents/guardians enter through the flagpole door on Humboldt Street.
- Student pick-up and sign-out is the area outside the music room for K-5 and in the middle school lobby for 6-8.
- All parents/guardians and students exit through the flagpole door for K-5.
- Parents/guardians should NOT go to the Main Office for pick-up during this time.

WALKERS – 3:30pm:

- All walkers will be dismissed at 3:30pm.

BUS DISMISSAL – 3:30pm:

- All students who ride the bus will be dismissed beginning at 3:30pm. The buses will leave as soon as all students have safely boarded the bus.

GENERAL 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 photo ID to sign the student out before leaving the building.

***** PLEASE NOTE *****

Any change to your child's dismissal (i.e. pick-up, early dismissal, appointment, etc.) will need to be called into the attendance office by no later than 2:00pm!