

# 2017-2018 ARRIVAL & DISMISSAL TIMES AND PROCEDURES



As you can imagine, arrival and dismissal can tend to be among the busiest times of the school day. Listed below are our **NEW** 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, 8:30 am - 3:30 pm \*\*\***

## **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 **8:45 am**. Students arriving after this time will be considered **tardy**.
- All students arriving after **8:45 am** 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.

## **Dismissal:**

The dismissal process will begin at **3:10 pm** as follows:

- Pick-Ups (3:10 pm-3:30 pm):
  - **Pick-up door opens at 3:10 pm, but students will not be dismissed until 3:25 pm.**
  - Parents/Guardians enter through the flagpole door on Humboldt Street.
  - Student pick-up and sign-out is outside the music room.
  - All parents/guardians and students exit through the flagpole door.
  - Parents/Guardians are NOT allowed to go to the Main Office for pick-up during this time.  
**\*If you arrive after 3 pm to pick up your child, and you have not notified the office in advance, you may need to wait**
- Walkers, Normal Dismissal via Bus (@ 3:30 pm):
  - All walkers and all students who ride the bus will be dismissed at 3:30pm.

## **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 revise their child's authorized pick-up list at any time.
- All adults who pick up students will need to show identification in order to sign the student out of 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!***

