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!