



## ARRIVAL AND DISMISSAL PROCEDURES

For the safety of all students, we ask that you please read and follow these procedures.

### **ARRIVING BEFORE 8:00 A.M.**

In the morning, staff members will be on duty at 7:15 in Room 10 to care for Prekindergarten through grade 8 students who arrive early. This service is provided at no charge as a courtesy to our families. If you use this service and arrive between 7:15 and 8:00, please park in the front parking lot (vehicles should never be left unattended in the fire lane). You must accompany children in Prekindergarten through grade five to Room 10 and sign in. Students should never be dropped off in the driveway of the parking lot. **Only** Middle School students may walk unattended from your **parked car** into the school. They must proceed directly to room 10, sign in and wait to be dismissed at 8:00. Without an adult present, Middle School students may not accompany younger siblings or car riders from the parking lot. This is an adult's responsibility. These procedures also apply to High School students who are driving younger students.

### **ARRIVING AFTER 8:00 A.M.**

After 8:00, PreK-grade 8 students are dropped off in car line at the covered walkway east of the Gymnasium and Performing Arts Center. All students PreK – grade 5 report directly to their classrooms. Middle school students report directly to advisors for attendance from 8:00 – 8:15. All high school students enter through the High School Village and report for attendance by 8:15: 9<sup>th</sup> - Mr. Pohl, 10<sup>th</sup> - Ms Ingersoll, 11<sup>th</sup> - Mrs. Lile, 12<sup>th</sup> - Mr. Schott. Note: High School students with younger siblings must drop them off in car line before proceeding to the Village. **The driveway in front of the Student Services Center is reserved for buses only from 8:00 - 8:30. All cars will be directed to car line until 8:30. Please do not park on the roadway. From 8:00 – 8:30 the front parking lot is reserved only for parents who wish to walk their children to class, or who have already dropped them off in car line and are coming into the school.**

Tardiness: We appreciate your effort to have your elementary children arrive promptly by 8:20. They are considered tardy after 8:30. High school and middle school students must be in their classrooms by 8:15. Middle school students who arrive between 8:15 – 8:30 must be dropped off in car line, walk directly to the office to get a late pass and then go to class. For everyone's safety, they may not be dropped off in the front parking lot during this time period. After car line ends at 8:30, grade 3 - 8 students may be dropped off in front of the Student Services Center and check in at the front desk to get a late pass. Parents must park and come into the office with children in grades PreK through grade 2 to pick up their late pass and walk them to class. Tardy high school students must report to the high school office.

Please remember excessive tardiness impacts a student's organization and readiness to begin the school day. Late arrival of a student is extremely disruptive to the whole class. A meeting with the parents, student and faculty will be scheduled if excessive tardiness occurs.

### **ARRIVAL AND DISMISSAL SAFETY**

**Because of ongoing concern for safety, students in PreK – 5 crossing the street to or from the front parking lot must be accompanied by and stay next to an adult at all times. In addition, students (of all grade levels) may never cross the street without an adult when buses are present. This includes all children of faculty, children on field trips, or students in the After School Program.**