

PROCEDURAL “FYI’S”

MORNING ARRIVAL:

1) STUDENTS MAY EXIT THEIR VEHICLES NO EARLIER THAN 7:45AM, AS THERE IS NO SUPERVISION PRIOR TO 7:45AM. PRIOR TO 7:45, STUDENTS IN THE CAR DROP-OFF LINE ARE TO REMAIN IN THEIR VEHICLES.

2) WHEN THE 8AM BELL RINGS:

-BUS RIDERS WILL BE ROUTED INTO CAFETERIA AND/OR GYM.AUDITORIUM

-CAR DROP OFF WILL GO TO THE GYM AND/OR AUDITORIUM TO SIT IN ASSIGNED AREAS.

3) STUDENTS WILL REMAIN IN THOSE SUPERVISED LOCATIONS UNTIL THE MOVEMENT BELL RINGS AT 8:15AM. AT THIS TIME THEY WILL MOVE TO THEIR LOCKERS/HOMEROOMS.

4) STUDENTS HAVE 10 MINUTES TO GET MORNING ROUTINE COMPLETE AND BE SEATED IN HOMEROOM BY 8:25 BELL.

5) STUDENTS ARRIVING AFTER 8:25AM WILL BE MARKED TARDY.

6) STUDENTS ARRIVING AFTER 8:25 MUST BE CHECKED IN BY AN ADULT; SELF-CHECK IN FOR STUDENTS UNDER 16 IS PROHIBITED.

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AFTERNOON DISMISSAL:

-BELL RINGS AT 3:25 (CLEAN-UP)

-WHEN THE 3:30 BELL RINGS, ANNOUNCEMENTS WILL BE MADE & THEN DISMISSAL WILL OCCUR IN THIS ORDER:

1) CAR RIDERS, WALKERS AND BIKERS

2) BUS SLOT NUMBERS

3) ALL AFTER SCHOOL ACTIVITIES