



Standard Operating Procedure for School Arrival and Dismissal (Updated August 1, 2019)

Arrival

- Doors will open at Secondary Schools at 7:40am for walkers and car riders
- Doors will open at Elementary Schools at 7:45am for walkers and car riders
- Student must enter school through no more than two (2) doors.
- All doors must be staff when opened, unlocked or unsecured.

Parents and Car Riders

- Drop Off - Parents are not permitted to walk children to class. Any parent that travels beyond the office or secure vestibule must sign in (Raptor).

Bus arrival window in AM

- 7:50-8:00 - Secondary
- 7:55-8:05 - Elementary

Breakfast in the cafeteria

- 7:40-8:05 - Secondary
- 7:45-8:10 - Elementary

Lunch Times

Elementary

- MES & CSES - Gr. 5,6 - 10:55; Gr. 3-4 - 11:30, K – Noon; Gr. 1,2 - 12:10
- SES - Gr. 3,4 - 10:55; Gr. 1,2 - 11:25; K - 11:30; Gr. 5,6 - 12:00

Secondary

- Lunch A 10:55-11:25 M-T-F (PM CTC)
- Lunch B 11:49-12:19 M-T-F (AM CTC)
- Lunch A 11:06-11:36 W & TH (PM CTC)
- Lunch B 11:39-12:09 W & TH (AM CTC)

Dismissal

- Elementary dismissal order - Car Riders, Walkers then Bus Riders (based on travel distance)
- Secondary dismissal - All students dismissed with final bell. Student drivers and car riders must not interfere with bus departure. Safe and orderly school bus departure is our priority.
- Elementary bus arrival window 2:30-2:40pm. Buses will travel to secondary schools after loading elementary students.

Parents and Car Riders

- Pick Up – Elementary parents must park, walk into designated sign out area, and sign (or check) children out of school daily. Parents should present identification the first few weeks or until staff can recognize parents. Only individuals who are listed on the emergency care form are permitted to sign students out.
- Secondary students may walk to pick up location at last bell. Parents do not need to sign children out of school.

Early Dismissal notes

- As to not interfere with normal school dismissal, parents should schedule early dismissals no later than 2:15pm.

CCCTC

AM CTC Bus pick-up/drop off

- 8:05am depart all schools (also Calvary)
- 11:25am depart CTC

PM CTC Bus pick-up/drop off

- 11:45am depart all schools
- 2:45pm depart CTC to be back at school by 3:05 (also Calvary)

School Delays and Closures

- PENNCREST does not transport any students when closed. This includes all private, parochial, or non-public schools.
- 2-Hour Delay
 - In general, add 2 hours to all the previous information
 - No breakfast is served in 2-hour delays
 - AM CTC students will depart PENNCREST Schools at 10:05am and depart the CTC at 11:25am.

Secondary Fall Activity Buses

- The buses will depart at 5:45pm from Flag Pole, Monday – Friday

Teachers	Start	End	
Elem Teacher Day	7:35 am	3:00 pm	7h 25m
Elem Student Day	8:15 am	2:45 pm	6h 30m
Sec Teacher Day	7:40 am	3:05 pm	7h 25m
Sec Student Day	8:10 am	3:05 pm	6h 55m
Elementary	Start	End	
Teacher PLC	7:35 am	8:00 am	
Student drop off	7:45 am	8:10 am	All students report to cafe, may go to library or gym (school specific)
Students to classrooms	8:00 am	8:15 am	Classrooms & hallways
<i>Instruction</i>	<i>8:15 am</i>	<i>2:45 pm</i>	
Load buses to depart	2:45 pm	2:55 pm	
Car Riders dismissed	2:45 pm	3:00 pm	Parents sign out at designated location
Secondary	Start	End	
Teacher PLC	7:40 am	8:05 am	
Student Drop Off	7:40 am	8:05 am	All students report to cafe, may go to library or gym
1st bell	8:05 am		
<i>Period 1 bell</i>	<i>8:10 am</i>		
<i>Last bell, school over</i>	<i>3:05 pm</i>		
Buses depart	3:10 pm		