

## MORNING ARRIVAL

Doors open at 8:00am.

- Buses arrive in the front circle drive between 8:00am and 8:20am. The circle drive is reserved for buses only at this time.
- Guardians can drop students off at the canopy doors between 8:00am and 8:20 am. See the [map](#) for traffic flow.
- Students that are not eating breakfast go directly to their classrooms upon entering the building.
- Students eating breakfast should go to the cafeteria first. Once they are finished eating, they will clean up and go directly to their classrooms.

## LATE ARRIVAL TO SCHOOL

**Instruction begins at 8:20am.** Every student is expected to be in class and prepared to start the day by 8:20am. Students that arrive after 8:20am should enter the building through the main entrance and report to the main office to sign in before going to class.

When students are tardy, they are considered absent for that time and it counts against their attendance. These add up quickly and students miss vital instructional time. ***Please make every effort to arrive on time.***

## PARKING LOT PROCEDURES FOR ARRIVAL AND DISMISSAL

Parents/Guardians dropping off and/or picking their student up from school enter the parking lot on the West side of the building (College Park/Rollins), forming a line to the canopy door. Vehicles must not block traffic and no left turn should be made into the lot.

At no time should anyone park in the line and exit their car while waiting to pick up students. If you do not wish to stay in your car and wait in the line, you may park and walk up to the canopy area with your pick-up card.

## AFTER SCHOOL

Dismissal is at 3:20pm. Unless a student is participating in a supervised after school activity or is a member of Adventure Club, they should leave school by 3:35pm.

## BUSES

We expect students will follow the Raven Rules while riding the bus.

Expected behaviors specific to the bus are as follows:

- Obey the bus driver. Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself and inside the bus.
- Keep the aisle clear.
- Remain seated (back-to-back, seat-to-seat, feet-to-floor).
- Do not eat, drink, litter, write on, or damage the bus in any way.
- Use respectful language. No loud talking or noises. No cursing or swearing.

Failure to follow bus expectations may result in disciplinary action, including removal from the bus.

Students may only ride their assigned bus.

If a change in plans occurs and your student needs to go home in a different way, please contact the main office (573-214-3650). We will send your student home in their assigned way unless we hear from a guardian.