

Ardis Ann
**INFORMATION
&
PROCEDURES**

7:25

Doors open
for students

7:50

School day
begins

2:50

School day
ends

Visitor Check In/Out

- Visitors to the building must use the front office door.
- Please ring the doorbell and the front office staff will greet you through the intercom.
- If it is necessary to enter the building, please have a valid driver's license or state ID card.
 - A temporary visitor badge will be given and must be worn while in the building. Upon leaving, visitors must exit through the front office and return the temporary badge.

Student Check In/Out

- Students may only be checked out of school by a guardian or person on record as an emergency contact. A valid driver's license or state ID card must be provided.
- Student's are not called out of class early to check out.
- The cut off time for student checkouts is 2:30 pm.
- If a student is checking in late, they must enter and be checked in through the front office. They do not need to be accompanied by a guardian to check in.

Transportation Change

- Transportation changes must be made by contacting the front office prior to 2:15 pm.
- Changes cannot be made by contacting teachers directly.

Deliveries

The only items allowed to be dropped off and delivered to students during the day are:

- Chromebooks
- Glasses
- Lunches