ARRIVAL, DISMISSAL, AND TARDIES

Students may enter the building at 8:15 a.m. and report immediately to the cafeteria or gym. Students cannot be left outside, unattended, before the doors open at 8:15 a.m.

MORNING ARRIVAL - As a safety note, the left lane is for exiting campus, not dismissing students from cars. Safety concerns also keep us from allowing students to be dropped off in the parking lots. Students are not allowed to cross from the parking lot. We appreciate you for waiting in the carpool line.

Staff members are assigned car duty to help the flow of traffic each morning and afternoon. Please be mindful that they may/will be giving directions for you to pull forward to accommodate a maximum number of cars at a time as well as to stop possibly.

Students report to 1st Period at 8:50 (6th & 7th); 8th reports at 8:55. Any student arriving after 9:00 must check in at the office to receive a tardy slip. Please note the attendance and tardy policies outlined below. Unexcused tardies to school may result in disciplinary and/or truancy consequences.

Students may not leave campus once they arrive unless checked out by an adult in the student's contact file.

CHECK OUTS - If a student needs to be checked out during the school day, a parent or other adult listed as a student contact must come to the front office to sign the student out. Photo identification must be shown to the front office staff through the front office camera. Only

persons listed on the student's contact list will be allowed to check students out of school. The party responsible will be asked to remain outside while the student is called for check out. Every effort should be made to minimize student checkouts during the school day as it interrupts the instructional day. **Check outs are not permitted after 3:30 pm**.

AFTERNOON DISMISSAL - Instruction ends at 4:00 each day. Car riders must leave the campus immediately upon dismissal. For safety reasons, students are not allowed to cross to parking lots. Students must go to cars quickly to keep the car rider line operating efficiently. Students who

continuously delay may be subject to discipline. We run our car rider line as follows:

- For those of you who will turn **LEFT** when exiting the school, please use the **Left Lane** during

- For those of you who will turn **RIGHT** when exiting the school, please use the **Right Lane**

during pickup (lane closest to the school).

- Students are to remain under the awning and/or on the sidewalk until a teacher signals all clear by blowing a whistle.

- If a student is not in car rider line when the parent arrives, the parent may/will be asked to circle back around or pull to the handicapped parking area to keep the line flowing.
- Please encourage your student to watch for your car, know which lane you are in, etc. so things will move along as smoothly and quickly as possible.
- Car riders must be picked up by 4:15. If you cannot pick up your student by 4:15, then he/she needs to ride home on the bus.