

Arrival and Dismissal Procedures

Arrival Procedures

The school day for children is 8:00 AM – 3:00 PM. For safety reasons, students should not arrive at school before 7:30 A.M. All students should report to their classrooms or the cafeteria to eat breakfast. Students should be dropped off at the appropriate spot on campus. Bus riders will be dropped off in front of the school and car riders will form a line around the track and get dropped off on the left side of the school.

Dismissal Procedures

Dismissal will begin promptly at 3:00 each day and teachers will be responsible for making sure students line up and exit the classroom, hallway, and building quickly and quietly. Bus riders will be picked up in the front of school while car riders will form a line around the track and pick up on the left side of the building.

Parents picking up their students must remain in their cars in the car rider line. A faculty member will walk your child to your vehicle. Due to safety reasons no one will be allowed to park and pick up their student.

All students must leave school property **within 20 minutes of the school closing**. Students participating in the after-school extended day care program must report directly to their assigned rooms at dismissal.

Walkers

Walkers should enter the building through the double doors in the front of the building.

Emergency School Closing, Delayed Opening, And Early Dismissal

In case of emergency, the Superintendent may close any or all schools. The members of the Phenix City Board of Education shall be informed of any event or condition that requires the closing of any Phenix City school.

In the event of a declared state of emergency, school personnel shall retain control of pupils until they are released from school or, in the case of transported pupils, until the students depart from the school bus. School administrators in affected schools will take necessary precautions to ensure the safety and well being of students. The Superintendent shall establish and disseminate procedures to be followed in emergency school closings that include means of notifying students, parents, and employees.

The school officials shall cooperate with emergency management authorities in the event of a natural or man-made disaster. In the event of a violent act, riot, or similar condition, the principal shall cooperate with law enforcement.

References: Code of Alabama 16-11-9, 16-12-3