

Morning Arrival Procedures

Students may begin entering the building at 7:30 AM through one of two designated entrances:

- 6th Grade: Enter through the Main Entrance and wait in the Cafeteria.
- 7th & 8th Grade: Enter through the Gym Lobby Entrance (near Alta Vista Place).
 - 7th Grade waits in the Auxiliary Gym
 - 8th Grade waits in the Main Gym

All students and staff must pass through the Weapons Detection System upon entry while security is present. **No one may enter the building without security present.** Please plan your arrival accordingly.

Each waiting area is supervised by staff from 7:30 AM to 8:01 AM, at which time students are dismissed to their homerooms.

- At 8:05 AM, the Gym Lobby Entrance will close, and all students arriving after that time must enter through the Main Entrance.
- Students arriving after 8:07 AM will be directed to the Cafeteria, where they will:
 - Check in with the Attendance Office/designated staff member.
 - Complete a late slip, which will be recorded
 - Eat breakfast (if needed) before reporting to their homeroom

2026-2027 Dismissal Sequence

UPDATED: August 2026

*All teachers must accompany their classes out of the building each day. There will only be one PM announcement. Teachers will dismiss students at the times noted below. There will not be specific announcements to dismiss each group.

Regular Day	BTSN & Conferences Early Dismissal	DISTRICT Early Dismissal	Details
2:25 pm	12:50 pm	12:27 pm	**PM Announcements** <i>Reminder: Athletes are to report to the cafeteria, through the front lobby doors, when their group is called for dismissal.</i>
2:28 pm	12:53 pm	12:30 pm	ONLY "Bus Students" report to the cafeteria; please refer to bus listing for names of students.
2:31 pm	12:56 pm	12:33 pm	Bus Students Dismissed by Vice Principal in Cafe., as buses arrive.
			6A dismisses out the back of the school through stairwell 3
			6B dismisses out the back of the school through stairwell 2
2:34 pm	12:59 pm	12:36 pm	7A dismisses down stairwell 1 in front of school
			7B dismisses down stairwell 4 in front of school
2:38 pm	1:03 pm	12:40 pm	8A dismisses down stairwell 1 in front of school
			8B dismisses down stairwell 4 in front of school

- Grade 6 will exit the building from the Arnold Avenue exits at the rear of the building.
- Grades 7-8 will exit the building from the Hall Avenue exits at the front of the building.