



## 2017-18 Arrival Procedures

- School doors open at 7:30 am. Students may begin arriving at that time.
- The arrival period runs from **7:30 until 8:00 each morning.**
- Students are marked **tardy if they are not in their classroom by 8:01 am.**
- Please make plans to drop your students off in time for them to walk to and be in their homeroom by 8:01 am.
- During the first week of school you are welcome to walk your child to their homeroom. However, please do not linger in the room with them when you drop off the student. Also, please work toward your student being able to walk to homeroom on their own by the end of the first week.
- To drop off students for arrival, upon entry into the front parking lot follow the one way traffic around the cones to the front sidewalk. The map below outlines the flow of traffic.
- Have students sitting on the passenger side of the car with their materials ready to get out of the car upon entering the traffic line. The arrival line is not the place to be getting ready to get out. If your student is not ready to exit the vehicle then pull around to the opposite side of the building to park and then walk the student up to the door.
- If walking your student in, then do not go through the arrival line. Proceed to the gym side parking lot and park. **If parking on this side of the building you must walk your student to the front door** as there will not be a staff member on that side of the building to walk students into the building.





## 2017-18 Dismissal Procedures

- **Lower School (K-5)** dismissal will begin at **3:15 pm** each afternoon.
- **Middle School (6-8)** dismissal will begin at **3:30 pm** each afternoon.
- Dismissal is run from the gym side parking lot. Follow the map below for dismissal location.
- When pulling into the lot, pull into one of the four lanes. Make sure that your blue dismissal tag (yellow for carpool) is displayed in your window.
- Students will be called based on the displayed tag and walked to your car. If a tag is not displayed you will be asked to park and come inside the building to verify that you are on the pick-up list.
- The parking lot will be closed until 3:00 pm. Please do not arrive early and park on the street prior to 3:00 pm. This causes traffic issues in the community and the sheriff's department will write tickets for parking on the street or fire lane.
- If you have siblings in both lower and middle school, please wait until the 3:30 dismissal time and pick up all siblings at that time.
- Parents of middle school students who arrive prior to 3:30 will be directed through the line to circle back around to get in line again at the appropriate time.
- Students will not be allowed to be checked out beginning at 3:00 pm. If you need to pick-up your student early it must be done prior to 3:00 pm.

