

Arrival and Dismissal Procedures K-8th

Morning Procedures

Our school day begins at 9:10 am

- 8:50 am - Third Street door opens; students may enter the building.
- All students proceed to homeroom/advisory.

9:10 am

- All students should be in their seats and ready for attendance.
- Students not in the classroom at this time are considered tardy.

Students arriving by bus:

Buses will drop students at the gym door in the rear parking lot. Students will be met by a staff member or volunteer.

Students walking:

8:50-9:00 A.M.

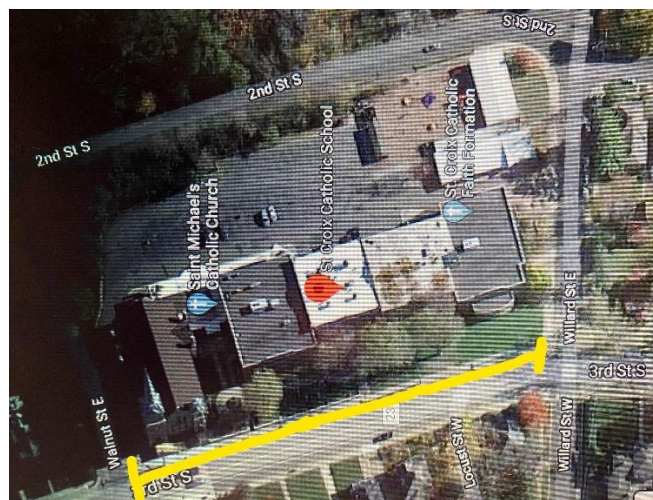
A crossing guard will be at the Third Street and Willard intersection.

Students arriving by car:

8:50-9:00 A.M.

A staff member or volunteer will be in front of the school to help students open doors and exit cars.

- For the safety of students, drop-off and pick-up of students by parent vehicles takes place in the front of the school on the east side of Third Street between Willard Street and Walnut Street.
- For everyone's safety please refrain from exiting your vehicle to retrieve items from your car's trunk. Student's should exit the vehicle with all supplies needed for the day.



- ***Parents please remain in your car and move forward as directed by staff and/or parent volunteer traffic controllers.***

- If you plan to park and walk your child to the entrance, please plan to park on a side street and accompany child to the sidewalk and drop them off at the locations depicted below.



Stairs by St. Michael Church



Side entrance by Willard Street

- If you are crossing a street to reach the school, please set a good example for our children by crossing only at marked crosswalks.

Afternoon Procedures

Our school day ends at 3:40 pm

Students will be dismissed as follows:

- Carpool Students will remain in the classroom and be released by last name upon arrival of transportation to reduce congestion at the front door and stagger students exiting the building.
- All walkers, following crossing guards.
- Bus students will remain in the classroom and will be released via PA system when their bus arrives on site for boarding.
- **All students who are not riding a bus are to exit from the front (Third Street) door of the school.**

*** Parents please remember to have car signs posted on the passenger side window***

No Bus Days

We will have Parent Drive Days when buses will not be running. Parents are expected to drive (or make carpool arrangements) for their children.

On these *No Bus Days* parents should drop students off in front of the school as usual.

In the afternoon, students with last names beginning with the **letters A—K** will be dismissed from the Third Street entrance and cars should line up as usual. Students with last names beginning **with L—Z** will be dismissed from the gym entrance. Cars should enter the parking lot from the north church entrance and exit at the Willard Street driveway.