



Student Arrival / Drop-Off Procedures

The building will open for students at 8:50a.m. Students should not be dropped off to school prior to this time as there is no supervision available. When dropping your student off in the morning, ENTER the school parking lot from Tyner Drive and EXIT through Tyner Drive. Please pull all the way up to the end of the drop off lane and come to complete stop to allow your child to exit the vehicle on the school side. Do not stop on or block the crosswalk. Parking in the drop off lanes is not allowed.

If a student arrives to school after 9:15a.m. he/she will be considered tardy and must be signed in at the main office by an adult.

Student Dismissal / Pick-Up Procedures

We request that students not be taken out of school until the end of the school day. Learning continues until the end of the day and much is lost both for the individual student and the classroom through early dismissal. When a student must be picked up early, a note from a parent/guardian is required to be sent in with the student notifying his/her teacher. This note will be forwarded to the main office by the teacher.

All authorized pick-up persons must be listed on the student's emergency information sheet. Identification of a parent/guardian and other authorized persons will be verified before students are released. Unless the main office receives a dated & signed notice from a parent/guardian in writing, only those persons listed on the emergency information sheet will be allowed to sign out the student. Parents/Guardians will not be permitted to pick up a student from the classroom. Parents/Guardians should wait in the office and their student will be called to the office.

If your student will regularly be a Daycare Rider, Parent Pick-Up or Walker an appropriate form must be completed and turned in to the office. At dismissal, all daycare riders and walkers will be in the cafeteria for release. Walkers should exit campus via Tyner Drive or Monroe Avenue and are not permitted in the school parking lot without an adult. Parents/Guardians or other authorized persons picking up students from school at the end of the day will be allowed in the building at 3:30p.m. Parent pick-up will take place in the gymnasium or other designated location where you will be required to sign your student out. **All students must be picked up no later than 3:50p.m. If a student is frequently picked up after 3:50p.m., a meeting will be set up with parent and principal.**

In an effort to eliminate excessive classroom interruptions, please be advised of the following procedure regarding early dismissal:

- If picking up your student early, it must be done prior to 3:15p.m.
- Please send in a note with your student when he/she will be picked up early for any reason.
- No "Call Ahead" Dismissal - Students are not allowed to wait in the office for pick up. Students will only be called for early dismissal once an authorized person with a valid picture I.D. is in the office for pick up.
- After 3:15p.m., students will not be called out of class for early dismissal.

All change of transportation requests for dismissal must be done in writing and not by calling the office. If your student is not normally a parent pick-up and you did not send in a note, please report to the office when the parent pick-up doors open at 3:30p.m. We will check I.D. and give you a pass to pick up your student in the gym. Your student's teacher will be notified to send him/her to the gym for pick up at regular dismissal time.

If you have to pick up a bus rider and did not send a note, you must check in to the office between 3:30p.m.- 3:40p.m. After showing your I.D., you will be given a pass to pick up your student in the gym.