

Important Arrival and Dismissal Information

Your valuable cooperation and support are greatly appreciated for an optimal school day schedule. Please assist us in the implementation of these schoolwide procedures.

Bell Schedule

Morning Bells - First Bell: 8:20 AM-Teachers pick up classes at the designated areas on the P.E. court; Second Bell: 8:30 AM-Students should be in class

Afternoon Bells - There will be a 2:00 PM and 3:00 PM dismissal bell. – All students are dismissed at 2:00 p.m. on Wednesdays

Arrival - Students are expected to arrive between 7:45 and 8:15 daily. Upon arrival students should report to the cafeteria if eating breakfast. If not eating breakfast students should proceed to the P.E. court and line up with their grade level and classmates as indicated by signs. Students should remain in their grade level line until the teacher arrives and then escorts the class to the rooms. In cases of inclement weather all students in grades K-2 will report to the cafeteria and students in grades 3-5 will report to the annex or TIGER building corridor. No students or parents are allowed to go directly to the classrooms and wait for the teacher.

Breakfast – Breakfast is available for free to all students each day. Designated seating is available for students eating breakfast. Please note this area is not to be utilized to sit and wait for the school day to begin.

Late Arrival - Students who are tardy to school must report to the Attendance Office to secure an admit. Excessive tardies may result in loss of privileges, detention, parent conference, and/or suspension.

Dismissal - Students cannot remain after their regular hours of dismissal. Dismissal procedures are as follows: Students in the Main Building and Annex Building dismiss towards the front of the school. Students in the Tiger building and Portables dismiss towards the back of the school by the bus loading area. If you have more than one child, when dismissed they will meet at the youngest sibling/s designated area.

Parents dropping off or picking up children are to use the drop off-lane in the front of the main school and on the back by the bus loading area. Parents must remain in their cars and never leave their vehicles unattended in these locations. They should never block the drop off lane, especially at arrival and dismissal times. Parking in the front of the school is designated for faculty and staff personnel. Parents are not allowed in these areas. Parents and visitors must find parking at other parking locations in the community.

Students enrolled in the After Care Program will be supervised (THE AFTER CARE PROGRAM IS A FEE BASED PROGRAM) until 6:00 p.m. every day school is in session. We do not have staff to care for students who are not enrolled in the After Care Program, or to provide for safety. Parents must see to it that students leave the campus immediately at the end of their school day. No students may wait outside the building or remain on the campus waiting for rides or older siblings. Please remember all of the above is to make our school a safe place for our children.

IMPORTANT! No student will be allowed to wait in the office as a means of supervision after dismissal. Parents please do not direct your child to the office to wait for you. Our clerical staff does not supervise children.

Rainy Day Dismissal - During a rainy dismissal the procedures below must be followed:

1. Students will wait in the cafeteria until it stops raining and then may walk or ride bicycles home.
2. Students will wait in their designated area until it stops raining or until someone picks them up: K-2 will report to the cafeteria, grades 3-5 will report to either the annex or TIGER building corridor.
3. After the rain stops, students may wait in the front of the building until your car pulls up to the curb along the front driveway. However, you must get into the rear of the single line and wait your turn to pick up your children.

Whatever procedure you use, if it's raining during dismissal time it will be hectic; however, it must be safe. The most important advice we can give is to be patient during rainy weather, expect to take time, and be considerate of others even if they are not considerate of you. Our children are at stake.

PLEASE BE SURE YOUR CHILD UNDERSTANDS THE PROCEDURE HE OR SHE IS TO FOLLOW DURING A RAINY DISMISSAL.