Arrival & Dismissal Procedures

Arrival at School

Students should arrive at school no earlier than 8:45 a.m. (unless enrolled in Before School Enrichment Program) and report to either the cafeteria or homebase.

All car riders are to be dropped off at the red awning and enter the building as directed by school staff. We do not have staff available to supervise children prior to the start of school, so for your child’s safety, we ask that students not be dropped off before 8:45 a.m. Students who are dropped off excessively early to school will be asked to join BSEP and/or ultimately be exited from the magnet program and returned to the home school.

Tardy to School

Students who are not in their 1st block class, ready for instruction by 9:15 a.m. will be officially tardy and must report to the main office. Students who are excessively tardy to school will face consequences increasing in severity (ultimately exited from the magnet program and returned to the home school) if the problem persists.

Dismissal

School is dismissed at 4:15 p.m. each day. Parents who pick up students in the afternoon should be at school as close to 4:15 p.m. as possible. Car riders will be dismissed at the red awning. It is our goal to be sure that you and your child are safe during afternoon dismissal. In order for us to ensure your safety and an efficient car-rider pick-up, please remain in your car and cooperate with school staff in the car loading area.

Students are to be picked up by 4:30 p.m. each day unless they are involved in a supervised activity with staff members. No student is to stay after school unless he/she has prior arrangements with a teacher/staff member or a signed permission slip for special events (football games, dances, etc.) Students who are picked up excessively late from school will be asked to join ASEP and/or ultimately be exited from the magnet program and returned to the home school.

Early Dismissal

Please make every attempt to schedule routine appointments before or after school hours. No early dismissal after 3:30 p.m. is allowed. If a student must leave school during the day, it is necessary for parents/guardians to report to the main office to sign the student in/out. Students MUST turn in their Chromebook to the main office when dismissing early from school. If someone other than the parent/guardian will be signing out a student, written permission must be given by the parent/guardian. Please have a picture ID available in order to sign out your child. Parents will not be permitted to pick up students from the classroom. Students will be called to the main office for early dismissal.