

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL

The school opens at 8:35 am each school day. No supervision is available prior to 8:35 and **students should not be dropped off at school prior to this time.**

Students who are car riders in the morning should be dropped off from the vehicle lanes in front of the office. Vehicles may not park unattended in these lanes at any time. No cars should enter the bus lanes on the Blue Hole Road side of the building.

Students must enter the building, take care of locker and restroom needs, get breakfast, and report directly to their first period class.

The school day begins at **8:55 am. Students who arrive at school after 8:55 are tardy and should enter the main school entrance with a parent, guardian, or other responsible adult to sign in.**

DISMISSAL

Dismissal is at 3:55 pm. No supervision is available after 3:55 and **students must be picked up at this time** unless they are attending a designated after-school activity.

Students who are car riders will be released only from school's main office entrance. **Drivers picking up these students must drive to the traffic circle near the main office entrance.**

No students will be dismissed between 3:25 and 3:55. Students will only be dismissed to adults listed on the student's information record. As a safety and security measure, adults must show identification to office staff prior to release of the student.

At **3:50**, afternoon announcements will be made. **Students must remain at Voice Level 0 during the dismissal process so everyone can hear all announcements.** After that time, car riders, walkers, athletes, and after-school program participants will be dismissed. These students must immediately report to their designated area. Failure to do so may result in disciplinary action.

WALKERS: When they are called, walkers must exit through the greenway access door and may only travel directly to the Community Center via the pedestrian tunnel.

CAR RIDERS: When they are called, car riders must exit through the main office entrance and may not use any other exit.

BUS RIDERS: Bus riders walk with their last period class, then must exit through the bus doors and may not use any other exit.

The school maintains records of the normal method of dismissal for each student. **If a student needs to temporarily change dismissal plans, written documentation must be submitted to the school office no later than the morning of the requested change.** Students who do not submit this documentation will not be permitted to alter their dismissal arrangement. Students will not be permitted to call parents at the end of the school day to change dismissal plans. Students who alter their dismissal arrangement without proper authorization are subject to disciplinary consequences.

<i>USUAL DISMISSAL METHOD</i>	<i>TEMPORARY DISMISSAL METHOD</i>	<i>DOCUMENTATION NEEDED</i>
Bus	Car, walking, or after-school activity	Written request from parent to school office, including phone number for verification
Walking	Car or after-school activity	Written request from parent to school office, including phone number for verification
Walking	Bus	MNPS Transportation Request Form submitted to the school office at least one week prior to the requested date(s)
Car	Different car pick-up person, walking, or after-school activity	Written request from parent to school office, including phone number for verification
Car	Bus	MNPS Transportation Request Form submitted to the school office at least one week prior to the requested date(s)