Pick-up / Drop-off Procedures 2018-2019

- CAR RIDERS – All car riders must be dropped off/picked up in front of the building. Drivers should proceed down Scott Avenue to the entrance of the building. Turn into the school driveway and go all the way to the end of the loading zone before unloading.

- MTA RIDERS – The number 20 bus line stops on the corner of Scott Ave and Greenwood Ave. Bus riders should follow the sidewalks to and from the school building. MTA student riders are subject to all the rules and regulations that pertain to any other rider. The MTA maintains the right to deny service to any customer whose behavior is unruly, dangerous, or destructive. The guidelines found in “Student-Parent Code of Conduct & Handbook” of the Board of Education apply to all students riding the MTA buses.

Early Dismissal:

- Early dismissals are discouraged. Teachers use every minute of the instructional day and early releases create a disruption for students. Exclusions to this policy include religious training, doctor/dentist visits, counseling sessions, or other activities approved by the principal. Early dismissals for convenience are strongly discouraged.

- If a dismissal is required, we ask all parents and visitors come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. Anyone picking up a child must show identification. Early dismissals after 2:30 p.m. are prohibited.

- The instructional day ends at 3:00 pm. MTA riders will leave from the front of the building and proceed, via the center walkway, to the MTA bus stop on Greenwood and Scott. Car riders will assemble in front of the school. Teachers will be outside to help keep students safe. Car riders should not be picked up on side streets. Students who violate this safety policy will be subject to disciplinary action.

- Reminder: All students must be picked up by 3:30 pm. Neither teachers nor administrators are available to supervise after 3:30 pm and ALL students must exit the building at this time. Afterschool activities are to be supervised by a teacher or coach, including tutoring. If a one-time problem arises, please contact the office, and let us know.

- Students who need to be at school after 3:30 pm must be enrolled in the YMCA After-School Program (middle school only) or in a supervised after school sport or club activity. At the conclusion of these activities, students must exit the building and wait for their ride on the front steps of the building. Students caught roaming either building after 3:30 p.m. will be cited for trespassing.