

## ARRIVAL/DISMISSAL PROCEDURES

Arrival begins at 7:45 a.m. If you need Extended Day services prior to 7:45 a.m., please contact the school office for an Extended Day Registration Form. All students in Extended Day must be registered (fees applicable). Please enter through the east doors for Extended Day.

Tardiness: (Handbook pg. 39)

It is the responsibility of the parent to see that students arrive at school ON TIME. Students may enter the school building between 7:45 and 8:00 a.m. A 7:55 a.m. warning bell will ring each morning at which time all instructional hallways will be cleared so that teachers may begin the school day. **Only staff and students are permitted in the instructional hallways after 7:55 a.m.** Students must be in their classrooms by 8 a.m. Morning Prayer will begin promptly at 8:00 a.m. **Students are tardy after the 8 a.m. bell has rung and must report to the school office to receive an admission slip.** Children arriving earlier than 7:45 a.m. will be sent to Extended Care and a fee will be assessed. The faculty and staff have been instructed to send those who arrive early to Extended Care. Students coming in late disrupt class time and the learning environment of the room. Being on time fosters the values of punctuality and respect, as well as promoting a positive learning environment. Students who are habitually and chronically tardy learn poor life habits. This is a serious matter. The only excused tardies include medical appointments that cannot be scheduled for after school, hazardous weather conditions, a severe family emergency, or other unusual circumstances approved by the administration. All unexcused tardies and absences will result in the student receiving no credit for work missed. Should a student receive four unexcused tardies in a quarter, the parent will be notified in writing. A detention will be issued for the fifth tardy. After 10 tardies, the parents are required to meet with the principal. **Students, who are tardy more than ten times in a year, will not be considered for perfect attendance recognition. Not more than 15 tardies will be allowed before a student is considered chronically tardy which could result in formal action by the school in the form of suspension and/or expulsion of the student.** Parents will be notified in writing when a student approaches this number and will be allowed to appeal to the pastor prior to formal action being taken by the school, i. e., suspension and/expulsion of the student. Please respect your child and one another's children by being punctual.

\*For the safety of our students, only Staff Members will be permitted in instructional hallways after the 7:55 a.m. bell and during dismissal from 2:45 p.m. to 3:20 p.m.

We will release students to those persons listed on your child's **yellow emergency card** only. Any updates or changes to your card must be handled through the school office. I.D. REQUIRED.

**\*Children may not be dropped off or picked up in the circle drive or east entrance of the school.** Drop off is permitted in the car lines only. Preschool students must be escorted to class by a parent or guardian. **No parking in the fire lane of the circle drive.** Parking is permitted in the lane closest to Mary. Citations will be issued for fire lane violations. We STRONGLY discourage you from parking in the circle drive at any time, however. There are many times throughout the year that the circle drive must be reserved for special events. If you are dropping off in the carline, please do not dismiss students from the car until 7:45 a.m.

### **\*CAR LINE ARRIVAL/DISMISSAL – NORTH & WEST ENTRANCES – I.D. REQUIRED**

\*Please pull to the end of the sidewalk so that the car line moves quickly.

\*Children may enter and exit cars on passenger side **ONLY!**

\*Children may enter and exit when vehicle is next to the sidewalk **ONLY!**

\*At dismissal, the duty attendant will go to cars, identify drivers, and radio names to office.

\* The office will call over the loud speaker for child to go to the car line.

NOTE: **SIBLINGS AND CARPOOLERS** IN GRADES 1, 3 and 4-8 ARE INSTRUCTED TO GO TO THE EAST HALLWAY TO MATCH UP WITH STUDENTS IN GRADES K & 2 (Not including Pre-K. Pre-K dismissal ends at 2:55 p.m. To pick up an older sibling, you will need to go through the car line or follow procedures for atrium pick up).

### **NORTH ARRIVAL (Portable Side) – I.D. REQUIRED**

Kindergarten and 2nd grade, along with siblings and those students carpooling with students in the East Wing, are instructed to use the North entrance. **Please notify the office of carpooling arrangements so that we may match up the students at dismissal.**

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**WEST ARRIVAL/DISMISSAL(Back of school) – I.D. REQUIRED**

1<sup>ST</sup> grade, 3<sup>rd</sup> Grade, 4<sup>th</sup> grade thru 8<sup>th</sup> grade

**ATRIUM DISMISSAL- (Parents go to table of corresponding grade level) – I.D. REQUIRED**

-Kindergarten, 2<sup>nd</sup>, Pre-K (late pick up)- East Wing Dismissal Table

-1<sup>st</sup> grade, 3<sup>rd</sup> Grade thru 8<sup>th</sup> grade -West Wing Dismissal Table.

SIBLINGS AND CARPOOLERS IN GRADES 1, 3 & 4-8 ARE INSTRUCTED TO GO TO THE EAST HALLWAY TO MATCH UP WITH STUDENTS IN GRADES K & 2<sup>nd</sup> Grade. (Not including Pre-K. Pre-K dismissal ends at 2:55 p.m. To pick up an older sibling, you will need to go through the car line or follow procedures for atrium pick up).

1) pull student's card and place in box 2) present I.D. 3) receive child

\*Once you put your child's card into the corresponding teacher's box, a runner will take the card to your child's teacher.

\*Teacher will dismiss child.

\*Attendant will deliver child to parent.

**For safety purposes and to make the pick-up process faster, please keep the center of the hallways clear. PLEASE DO NOT BLOCK HALLWAYS!**

Children in grades Pre-K-8 are dismissed to Extended Day at 3:20 pm.

All students not picked up will be dismissed to Extended Day at this time. Please see your student handbook for guidelines. Students are not permitted to remain unsupervised in the hallways or atrium to wait for pick up after Extended Day is called. Those students registered for morning extended care must be signed in by a parent or guardian- No drop offs! Please enter through the east doors. Extended Day afternoon pick up is at the east doors. Hours are from 3:20-6:00 p.m. See the office for registration information. If you have any questions, please contact the office at 940-381-1155 x 0.

**THANK YOU FOR KEEPING OUR STUDENTS AND STAFF SAFE DURING ARRIVAL AND DISMISSAL!**

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