

ARRIVAL- DEPARTURE

7:55a.m. All School Personnel Arrive

8:05a.m. Students arrive

8:25a.m. Morning Routines begin

Cafeteria stops serving breakfast

8:30a.m. Tardy Bell Rings

2:45p.m. Early Check Out Ends

3:20p.m. Dismissal Begins

3:40p.m. Teacher Day Ends

- A City Parish crossing guard will be stationed at North Boulevard/Edison and Edison/Hatcher. Students must cross at these locations. Please do not unload students in the middle of the street in vehicles or walk them across the street at other locations.
- Bus Riders will be unloaded at the Hatcher Street circular drive. Please no vehicles on this side of the school.
- Car Riders will be unloaded on the Hanson Street side by the cafeteria. Please do not turn around in the middle of the street, block intersections, or unload your child in the middle of the street.
- Upon arrival at school, students should report directly to the cafeteria for breakfast first if eating breakfast, use the restroom then report to their class. The tardy bell will ring at 8:30 a.m.

DISMISSAL

- The procedures for dismissal routines must be adhered to for the safety and protection of all students. There are three (3) different dismissal locations.
- **Walkers** leave by way of the front door and are required to cross at the designated crosswalk areas. **Please do not pick up students in vehicles in the front of the school. Walkers that are continually picked up in cars will automatically be sent to the carpool line after the third occurrence.**
- **Bus Riders** load buses at the Hatcher Street circular drive.

- **Car Riders** depart at the cafeteria exit on Hanson Street. Cars should head west on Hanson Street going toward Edison. Please do not turn around in the middle of the street, block intersections, or attempt to cross your child in the middle/across the street. Please do not block driveways and be courteous to our neighbors and teachers.
- Children are loaded into cars by the teachers on duty.
- **Car Riders will NOT be allowed to depart from other locations at dismissal time (3:20). Because of safety precautions, students may not be walked through the car pool line or crossed on the other side of the street. Be cautious and do not cut in front of other cars.**

WRITTEN PERMISSION FROM THE PARENT OR LEGAL GUARDIAN IS REQUIRED ANYTIME A STUDENT'S USUAL DEPARTURE ROUTINE IS CHANGED. PHONE CALLS WILL NOT BE ACCEPTED. THIS APPLIES TO WALKERS, BUS, VAN, AND CAR RIDERS-ALL STUDENTS.

All students should report home immediately after school.

SIGNING IN/OUT PROCEDURE

1. Students coming to school late (after 8:30 A.M.) **MUST** come to the school office with a parent or guardian, and be issued an “admit slip”, before entering class. Parents should sign the student in, indicating the reason for the tardiness. Tardiness interrupts your child’s instructional time. Please make every effort to avoid bringing your child late to school.
2. Parent or designated adult (18 years of age or older) must come to the school office to “check-out” a student.
3. Written parental permission by the parent or legal guardian must be presented if someone other than the parent/guardian picks up a student. The school office will contact the parent by phone to verify permission if there is a question.
4. Parents wishing to check students out early must check them out before 2:45 P.M. or wait until after all buses have been dismissed and left the school grounds. If parents arrive after 3:00 PM, they will be sent to the carpool line and the student will be notified to report there. Please remember, checking students out frequently before 3:00 p.m. may result in your child repeating the grade. Valuable instruction time is missed if checked out before 3:00 p.m. regularly.
5. All students leaving school during school hours must be signed out at the office by the parents or designee (18 years of age or older). We will call the child on the intercom. Parents may not go to the classroom to get the child. (Note: any restrictions on who may pick up your child must be in writing on your child’s emergency card).
6. Students arriving late or returning from an appointment must come to the office accompanied by a parent to be signed in and admitted.

This document was created with Win2PDF available at <http://www.win2pdf.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.
This page will not be added after purchasing Win2PDF.