

Arrival and Departure

- School and learning officially begins promptly at 8:15 am each day
- The school doors open and classroom arrival activities begin promptly at 8:05 am each day
 - Supervision of students begins at 8:05 am
 - Students who arrive before 8:05 am are not supervised unless they are involved in a school-sponsored activity
- Students who arrive at school after 8:15 am are considered tardy and must be signed in at the office by a parent before proceeding to the classroom
- School is dismissed each day at 3:15 pm
 - Supervision of students ends at 3:25 and all students must leave the school grounds

Arrival Procedures

Students Arriving by Car

- A drop-off line forms along the curb of the front parking lot. Once you have entered the drop-off line in the parking lot you will precede through the line one car at a time. To ensure safety, students will remain in the car until a staff member opens the car door.
- In order to keep the line moving smoothly and quickly, please have your child ready to leave the car as you pull up to a staff member.
- 12-14 cars will be unloaded at a time by five to seven staff members.
- All students will exit on the passenger side of the car for the safety of the child and staff member.
- All students will enter the building through the main entrance
- A crosswalk monitor will indicate when it is okay for cars to move towards the exit, one car at a time.
- Cars will exit the parking lot by making a right turn on to Tutt Blvd.

Students Arriving by Bus

- The parking lot in the back of the building is for buses only
- Staff members will greet the students as the buses arrive and ensure students walk safely into the building.
- Bus students will use the doors by the Common Room to enter the building or doors to portables, if appropriate.

Students Who Walk or Bike

- Walkers may enter the building through any of the three unlocked doors.
- Parents wanting to accompany their children into the school must do so through the main entrance and check in with the front office.

Departure Procedures

Students Leaving by Car

- Students and staff will exit through the front doors.
- Students will move to the sidewalk area that corresponds to the first letter in their last name.
- Drivers will display the school issued placard on the passenger side dashboard or sun visor to assist us in matching students to cars.
- A staff member will call students to a designated pick-up spot based on the driver's position in the line. Drivers should watch the crossing guard and other staff members to determine their designated pick up spot.
- A staff member will open the passenger side door for students and ensure they are safely in the car before the driver departs.

Students Leaving by Bus

- Students exit the building through the doors in the back of the building to the bus lot.
- Staff will provide supervision until all buses are loaded and have departed the parking lot.

Students Who Walk or Bike

- Walkers will exit the building through the main entrance, second grade hallway, or Common Room on the backside of the building.
- Bike riders will exit the building through the Office doors or the second/third grade hallway.
- Bike and scooter riders will walk bikes and scooters while on school property to ensure the safety of all members of the community.