

Arrival and Dismissal



SCHOOL START/END TIMES

8:00 AM - 3:00 PM

Parking Lot Rules

- 10 MPH SPEED
- One way traffic during arrival and dismissal times

ENTER: East Gate **EXIT:** West Gate

Before School Drop-Off

7:00 AM - 8:00 AM

- Preschool students must be walked through the main entrance and to their designated classroom.
- K5-5th grade students may be dropped off at the main entrance.
- Students in 6th -12th grades must be dropped off at the gym until 8:00. Arrivals after 8:00 must enter through the front office.
- Park in a parking space if you need to exit your vehicle. Please keep the drop-off lane clear.

**DO NOT DROP OFF STUDENTS IN THE PARKING LOT AND
ALLOW THEM TO CROSS TRAFFIC**



Front Entrance
Preschool-5th



Gym
6th-12th

Arrival and Dismissal



Late Arrival/Tardies

- Students arriving after 8:05 AM are considered tardy.
- Students arriving late must sign in using the iPad check-in system in the front office. In addition, students in Preschool-8th grade must be accompanied by a parent or guardian to complete the check-in process.
- Parents will be unable to walk their student to class after 8:05.
- Student drivers must provide a note or parents must respond to the email from the classroom by 3:00 pm the day of the tardy stating the reason for late arrival.
- **We do not distinguish between excused and unexcused tardies** and will only be concerned if a pattern of tardiness occurs. Habitual tardiness will result in a conference with the Principal/Dean.

Absences

- At 8:30 AM, students who have not yet arrived on campus will be considered absent unless otherwise communicated.
- Parents of students who are absent will be notified via ParentSquare or email and will be required to submit a written response stating the reason for the absence. **We do not distinguish between excused and unexcused absences.**
- **Class attendance: In grades 6-12, attendance is recorded by class period. Students are marked present or absent at the beginning of each class. A student who is more than 10 minutes late to class will be marked absent.**

Early Check-Outs

- Students being checked out early, must be signed out by a parent or guardian using the iPad check-out system in the front office. **Picture IDs may be required for pickup.**
- Student driver's must have a hand-written note, email, or ParentSquare message from a parent granting permission to leave early.
- Students will not be permitted to be checked out and picked up after 2:30 PM unless it is an emergency or pre-approved by administration.

Arrival and Dismissal

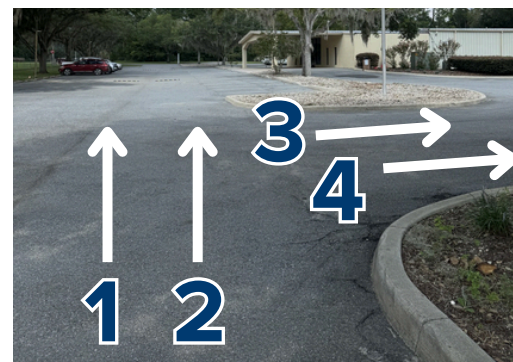


Afterschool Pickup

3:05 PM - 3:30 PM (Monday-Thursday) /

12:00 PM-12:30 PM (Fridays)

- Families will be issued a car pickup tag to be used in the carline to facilitate student pickup. Cards should be hung from the rearview mirror.
- Gates will open at 2:45 PM and students will not be called until 3:05 PM. If the gate is still locked when you arrive, please come to the main entrance to avoid traffic issues.
- There are **4 lanes of traffic in the carline**: 2 in the drive under the awning and 2 in the parking lot. Please choose the next available line.
Do not block the lanes to the awning.
- Parents/Guardians must use one of the 4 pickup lanes. Walkups will not be allowed.**
- Please do not exit your vehicle. If your child needs assistance, please use lane 4 and pull off in the designated **"Buckling Zone"**.



3:30 PM - 5:30 PM (Monday-Thursday) / 12:30 PM - 5:30 PM (Fridays)

- Students not picked up by 3:30 PM will go to afterschool care and will be charged a drop-in fee of \$25/day.
- Elementary students registered for afterschool care will attend clubs 3:30PM - 4:30PM and Extended Care 4:30PM- 5:30PM (\$7/hour). There are no clubs on Fridays and registered elementary students will be charged \$7/hour 12:30 PM - 5:30 PM.
- Middle and High school students registered for afterschool care will be charged \$7/hour 3:30-5:30(M-TH)/12:30-5:30 (F)