

# General Guidelines and Procedures

Please help us ensure a safe school and learning environment for your child.

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## Morning Drop off Procedures

- Line up bell rings at 8:17 A.M. Students must be in line before the 8:20 bell.
- School begins at 8:20 A.M. to assure student safety please have students arrive no earlier than 7:45 A.M.
- Breakfast starts at 7:45 A.M. All backpacks and personal items are to be brought to the classroom pole.

## Visitor Guidelines

- All adults on campus between 8:20-2:50 MUST HAVE A VISITOR BADGE.
- All volunteers and visitors are required to present ID and sign in with Raptor Visitor Management System upon entering campus.
- All volunteers and visitors must wear a visible visitors badge on campus at all times.
- Please make pre-approved arrangements for visiting and volunteering prior to arriving.

## Contacting Your Child During School Hours

- In effort to minimize classrooms interruption, please make any necessary afterschool arrangements with your child prior to arriving at school.
- To assure delivery, no messages will be given the last 45 minutes of school.
- If your child has an appointment, please sign student out in the office.
- If you must contact your child, you may call the office at 527-7171, to leave a message.

## Item Drop Off During School Hours

- Please bring any necessary items for your child to the office, do not go on campus. (Example: backpack, homework or lunch)

## Dismissal Guidelines

- Dismissal at 2:50 P.M. (12:45 P.M. on Wednesday) will go as follows: Kindergarten to their dismissal area, parents will wait outside the fence. 1<sup>st</sup> and 2<sup>nd</sup> grade will go to their class pole on the playground. 3<sup>rd</sup>-5<sup>th</sup> grades are released from their classroom.
- If parking, please meet your student in front loading area so that you make walk him/her safely through the parking lot.
- All students must vacate campus promptly.
- Your patience is greatly appreciated during dismissal, as our parking is limited.