

## **School Hours**

**Regular Session 8:45 – 2:45 (students) 8:15-3:15 (staff)**

**Early Dismissal 8:45 – 12:45 (students)**

**Delayed Opening Hours 10:00 – 2:45 (students) 9:45 – 3:15 (staff)**

In the event of inclement weather, schools may close or have a delayed opening, parents, staff and bus companies will be contacted directly through the School Messenger service.

### **School Arrival**

Administrators, teachers and paraprofessionals will assist students as they disembark from buses at 8:45 AM. If students are being dropped off, parents/guardians must park in the lot by the soccer field and walk student to the back door of the school, where a staff member will be waiting to bring the child to class. If the student arrives *after* 8:50 AM, parents/drivers MUST bring the child to the front office to sign him/her in and present appropriate identification. The child's teacher will be notified and a staff member will come to accompany the student to class.

### **Buses**

Students are to remain on their assigned busses in the morning until a teacher or staff member assists them in disembarking unless the student's individualized program calls for them to independently disembark from the bus and enter the school. A student will not be allowed to disembark from the bus until an administrator (or designee) on bus duty says that it is safe for the student to do so. For safety reasons, students must keep their seat belts fastened while seated on the bus and should not disembark from the bus beyond the light post identified by administrators as a "DO NOT UNLOAD BEYOND THIS POINT" marker.

### **School Dismissal**

Dismissal time is 2:45 PM. If parents/guardians wish to pick up their children before the conclusion of the school day, a note must be sent in with their child that will be forwarded to the office. If possible, we encourage you to arrange medical or dental appointments after school hours.

The parent/guardian must report to the office to sign out the child. Parents/guardians are not to go to the classroom to pick up their child unless pre-planned and arranged with the teacher. The child will be brought to the office by a staff member. These requirements are for the safety of our students. If someone other than the parent/guardian will be picking up the child, a note granting permission is necessary AND the individual must be listed on the Emergency Contact form. ALL visitors must present a form of photo identification before the student will be released to them.