

School Day and Arrival Procedure

The school day begins at 7:55 a.m. and ends at 3:00 p.m. Students may enter the building beginning at 7:30 a.m. and are to go directly to their homeroom. Students arriving prior to 7:30 a.m. should enroll in the Before/After Care Program. All early arrivals not enrolled in the program must wait outside of the building until 7:30 a.m. and will be **unsupervised**. Please note, the doors will remain locked until that time. No child will be permitted to enter the building or their classroom prior to this time unless he/she has made arrangements with a specific teacher to come in before school; i.e. for tutoring.

Students arriving by car should be dropped off at **either** Site B (main entrance) or Site A (lower breezeway) **depending on which way you will need to exit the parking lot after dropping your children off. Parents are to remain in their car and students should exit the vehicle on the passenger side to avoid walking in front of or in between cars.**

- If you need to **turn left** onto Broadview Road upon exit, please enter by the **north** driveway, pull up as far as possible to drop off **all** of your children at **Site B** (main entrance), and drive slowly back to the north side driveway to turn left onto Broadview Road. Please, do not pull into the Site A line to ‘double drop’ or crossover in front of the other sides traffic pattern.
 - If you need to walk your child into the school, please park in the spaces by the garages/trees and use the sidewalk in front of the park.
- If you need to **turn right** onto Broadview Road upon exit, please enter by the **south** driveway, pull up as far as possible to drop off **all** of your children off at **Site A** (lower breezeway), and drive slowly to the south side driveway to turn right onto Broadview Road. Please, do not crossover in front of the other sides traffic pattern.
 - If you need to walk your child into the school, please park in the spaces near the Parish Center and use the sidewalk in front of the school building.
- ***This is being done to improve the safety of both our students and parents by eliminating students walking through the car lines, cross-over traffic, and line-jumping near the school. Please be cautious and adhere to the 10MPH speed limit.***
- The full Morning Drop-Off Plan can be found in your Curriculum Night Family Folder.

Students arriving after 7:55 a.m. are considered late for school and can only enter the school through the main entrance and must report to the school office before going to their homeroom. Additionally, if a student arrives after 8:15, they will need to be brought into the school building by his/her parent/guardian and signed in the ‘Late Arrival’ book in the Office.

Dismissal Procedures

Walkers will be dismissed from Site C (gym). Parents who meet their children to walk with them are asked to meet them at the gym door instead of the Circle area. Students are to go

directly home and at all times be respectful of neighbors' property along the way home. ***Any student that walks home (even periodically) needs to have a letter of permission to walk from his/her parent/guardian on file in the school office.*** Students may not ride bikes to or from school.

Car Riders are dismissed from either Site C (gym) or Site A (lower breezeway) only, please follow the directives outlined in the Dismissal Policy (found in the Curriculum Night folder). We are asking families **NOT** to pick up their children from the Circle area afterschool and to use the car lines **ONLY**. Drivers are asked to be cautious when entering and leaving the school property, adhering to the 10 M.P.H. speed limit.

To ensure the safety of our children, NO CHANGES in transportation will be accepted after 2:30 p.m. Further, **PLEASE NOTE:** No parents/guardians will be allowed to pick up student(s) from the Circle Area between 2:50-3:15 p.m.- ***You MUST use the car lines to pick up your child(ren).***

- Two copies of a family number identification card are provided to each **new family** to the school. Students will ***only*** be released to vehicles displaying the family number provided by the school. All others will need to report to the school office so identification can be verified. Each family will keep the same number for the duration of their time here at our school.
- ***Students need written permission to be dismissed to other families.***
- **Please note:** students who have not been picked up from the normal dismissal sites by Parents/Guardians by **3:30 p.m.** will be sent to After School Care, and the family will be billed accordingly.
 - **This policy is meant for occasional cases of running late or an emergency and is not meant to be a daily routine. If your situation changes and it becomes necessary to pick-up your child late regularly, they must enroll in ASCP.**
- Students should not be in any classroom after dismissal unless previous arrangements have been made with the teacher.
- No student may come back into their classrooms after 3:30 p.m. for forgotten materials.

Bus Riders may only ride the school bus from the district in which they live and on the bus that they have been assigned to. Students may not switch busses or ride home with a friend. Bus transportation is not available to Pre-Kindergarteners. In the event of misbehavior, the student will receive a *School Bus Incident Report* from the bus driver to be signed both by the principal and his/her parents. Additionally, a student may receive a *Code of Conduct Violation*. Students who habitually misbehave on the bus may and be suspended from riding the bus.

Mass Day Dismissal: On the days when we have a 1:30/2:00 p.m. Mass, students are permitted to leave directly from church with a signed permission form. Forms are available on our website.

All signed forms must be turned in the morning of liturgy. ALL students without a signed permission slip will return to school for regular dismissal.