

Dismissal Procedures

Parent Pick Up Students

- Parent pick up is located in the front of the building. Students are to be picked up at dismissal time at the cafeteria doors, not the Main Office.
- Parent pick up students are dismissed at 3:05 PM to the cafeteria in the front of the building.
- Staff meet these students and escort them to the Parent Pick up location.
- Any parent picking up a child must come to the cafeteria doors and have their ID available for staff.
- Students who are not picked up by a parent or other designee are returned to the main office accompanied by a staff member and a phone call is placed to the home to arrange for pick up. These children remain in the main office under supervision of an aide, secretary or principal. The parent is required to come into the building and sign the child out just as is done during the regular school day.

Bus Students

- ALL STUDENTS WHO HAVE BEEN ISSUED A BUS PASS ARE PLACED ON THE BUS UNLESS WRITTEN DOCUMENTATION HAS BEEN PROVIDED TO THE SCHOOL INDICATING A CHANGE IN SUCH ARRANGEMENTS.
- All bus students are dismissed at 3:05 PM and brought by the teacher to the proper location.
- All bus students in all grade levels are placed on their appropriate bus and may not go to parent pick up unless a note has arrived from home indicating such. All bus students go directly from the gym foyer to their waiting school bus.
- Students who may miss the bus for any reason are brought to the office and a phone call is placed to the home for pick up. These students remain in the office under the supervision of an aide, secretary or principal.
- Students are not permitted to be dismissed to their parent/guardian from the bus line or the school bus. ALL students must be signed out in the Main Office.

Sandy Ridge Apartment Students

- At 3:05 PM students who live at Sandy Ridge are sent to the cafeteria and lined up under the supervision of a staff member.
- Designated staff walk students out of building to the corner of Gary Ave and Pedricktown-Auburn Road where a staff member crosses students to the apartment complex.

SACC Students

- SACC students are dismissed at 3:10 PM to the cafeteria where they are supervised by a SACC employed individual.
- Parents/Guardians wishing to participate in the after school child care program (SACC) must call 299-4700 to make those arrangements.

****Under any condition or dismissal, errant students are brought to the office for contact with the home and supervised by an aide, secretary or principal.****