

Entrance & Exit Procedures For Students



Before School

- Enter the building through the following doors.
 - Students on the bus enter - 6th grade Door #7, 7th grade Door #10, 8th grade Door #5
 - Students who ride their bikes should enter door 1
 - Students who get dropped off or walk should enter doors 1
- Doors open at 7:45am (8:05 on Wednesday)
- If you arrive after 7:55am (8:15am on Wednesday) you should enter through Door 1.
- **If you arrive after the first period bell you need to be accompanied by an adult and sign-in in the main office.**

During school day

- Students are not to open the door for anyone during the school day.
- Early dismissal
 - If you are leaving early please bring a note from home to the main office at the start of the school day to receive a pass.
 - Report to the main office at the time of dismissal
 - Your parents/guardians must come and sign you out prior to you leaving the building.
 - Riding a different bus is only allowed with administrative approval. Parents should contact the main office and ask to speak to an administrator about the situation.
- Students are not permitted to leave the building during the day without supervision from a staff member or accompanied by their parent/guardian after being signed out of the main office.
- If your parent/guardian is dropping off something for you they must leave it with a staff member in the office.

Before and after school expectations

- If you are attending a practice or event before school hours your teacher, coach, etc... will open the door for you to enter the building.
- Students must be under the supervision of an adult (coach, teacher or administrator) if they are staying for after school events.