

# Entrance & Exit Procedures For Students



## Before School

- Enter the building through the following doors.
  - Bus
    - 6th Door #6
    - 7th Door #7
    - 8th Door #10
    - Breakfast Door#11
  - Students who ride their bikes should enter Door #1
  - Students who get dropped off or walk should enter Door #1
- Doors open at 7:50am (8:10 on Wednesday)
- If you arrive after the first period bell you need to be signed in by a parent/guardian

## 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.
  - If you are taking a different bus either to school or home please bring a note with parent permission to the main office before school to receive a pass.
- 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.