

## SCHOOL POLICY REMINDERS

**EARLY DISMISSALS** - Early dismissals are discouraged because they tend to disrupt instructional time. Our school day runs from 8:40 a. m. to 3:40 p.m. Instructional time is lost with constant disruption of pulling children early from class. These disruptions have an effect on the learning environment for all students. **IF AN EARLY DISMISSAL IS ABSOLUTELY NECESSARY, A WRITTEN REQUEST MUST BE SENT TO THE OFFICE NO LATER THAN NOON (12:00 P.M.) ON THE DAY OF THE EARLY DISMISSAL**, stating the reason and designating the time you are arriving. Parents must report to the school office to sign the child out. The office staff will call your child to the office. For the safety of all our students, parents are **NOT** to go to the classroom to pick up a child as this can cause more disruption. **LAST MINUTE TRANSPORTATION/PARENT PICK-UP CHANGES ARE RESERVED FOR EMERGENCIES ONLY!** The school office needs to be contacted as soon as possible in case of an emergency.

**STUDENT PICK UP** - For the safety and security of all our students, if your child is being picked up early from school, the person must first report to the school office. Show proper identification to the school office staff and be listed on the student's emergency card. Please be sure that your child's emergency card information is up-to-date with contact information on who your child is allowed to be released to. Whether you write a note or call, identification must be shown in order for the student to be released. Thank you for your assistance in this matter.

