

# Entrance & Exit Procedures For Students



## Before School

- Enter the building through the following doors.
  - Student on the bus should enter doors 16 & 21
  - Students who ride their bikes should enter door 21
  - Students who get dropped off or walk should enter doors 1 & 5
- Doors open at 7:40am (8:00 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.
  - 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 other than lunch 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.