

Updated Early Dismissal and Dismissal Procedures
Effective Monday, October 5, 2009

Early Dismissal by Parents/Guardians during the School Day

- Students are no longer required to give a note to the Guidance Secretary upon their arrival to school.
- Notes/faxes/phone calls from parents/guardians are no longer necessary.
- If students have a note, they should keep it and show it to the classroom teacher at the time of pickup.
- Parents/Guardians **MUST** come into the building and sign-out students on the appropriate Early Dismissal Form in the Guidance Office.
- Students **will not be allowed to exit the building** unless their parent/guardian signs them out in the Guidance Office.
- If a student does not remember to come to the Guidance Office for early dismissal, the Guidance Secretary will call the classroom when the parent/guardian arrives to sign them out.
- Early Dismissal passes from the Guidance Secretary will no longer be issued to students.

Permanent Pickups (Purple Laminated Passes)

- There is no change to this process.
- Students will continue to show their purple pass to the staff on duty during bus dismissal.

Pickup at Dismissal

- Students are no longer required to give their note to the Guidance Secretary upon their arrival to school.
- The yellow laminated passes will no longer be issued.
- Students are to hand their note from their parent/guardian to the staff member on duty as they exit the building at dismissal.
- If the student does not have a note from their parent/guardian and the parent/guardian is picking the student up, **the parent/guardian must see an Administrator during dismissal to sign them out.**

Permanent Walkers (Green Laminated Passes)

- There is no change to this process.
- Students will continue to show their green pass to the staff on duty after the buses leave.

Walkers

- Green Passes will only be used for Permanent Walkers.
- Walkers are no longer required to give their note to the Guidance Secretary upon their arrival to school.
- Students who are walking are to report to the A.P. Room at dismissal time.
- Students are to **hand their note** from their parent/guardian **to the staff member** on duty as they exit the building after all buses are dismissed.
- Students who do not have a note from their parent/guardian will not be allowed to leave school grounds.

Riding a Different Bus in the Afternoon

- Students must continue to bring a signed note from a parent/guardian to the Guidance Secretary first thing in the morning identifying the bus they will be riding that afternoon as well as the destination.
- Students will be given a pink bus pass which they must give to the bus driver upon boarding.