

## **MORRIS HILL ELEMENTARY ARRIVAL/DISMISSAL PROCEDURES**

### **STUDENT ARRIVAL**

School begins at 8:00 a.m. We ask that students do not arrive at school before 7:45 a.m. There is no adult supervision until 7:45 a.m. Students eating breakfast may enter the building at 7:30. The time before school is important to the teacher, as he/she is preparing for the day. Therefore, they cannot be on duty to supervise students who arrive too early.

Students enter their classroom at 7:55 a.m., at which time classroom teachers give the morning instructions and procedures. It is very important that your child arrive to school on time. The beginning of the day sets the tone for the entire school day.

**NOTICE:** The school or the school district does not employ the crossing guards. If you have concerns, the principal will refer you to their employer.

### **STUDENT DISMISSAL**

School ends at 3:15 p.m. If you need to pick up your child from school prior to 3:15 p.m., please come to the office. According to school policy, we may not release any child before 3:15 p.m. It is important to note that he/she will be counted tardy. *(Refer to Section 4, Attendance)*

The following are school procedures regarding the end of the school day:

- Teachers walk students outside and dismiss walkers. Those waiting for parents stay in line.
- If a student is staying past 3:30 p.m., parents will be contacted by the student/teacher.
- Car riders will be brought to your vehicle. Please do not get out of your car.

Students who ride the Youth Services Bus (Latch Key) are released at the 3:15 p.m. bell to check in at the gym and load the bus. All School Age Service students who are normally bussed will get on the bus unless a note is sent by the parent or the parent calls the office. If you do not send a note or call, your child will get on the bus regardless of the instructions the child gives us. This service is not a function of the school, however, we want to support parents by ensuring that students get to the appropriate places.