

Student Dismissal

Students will be dismissed beginning at approximately 3 p.m. They are required to take their regular bus home or be picked up on a daily basis.

If someone will be picking your child up from school, parents must:

- Send a note with the child indicating when the child will be picked up and why.
- Come to the elementary office to sign out the student (dining room for end of the day pick-ups. *To minimize classroom disruptions, office staff will call the teacher and have the student sent to the office.*

Children will not be released to adult friends or relatives unless the name is filed in the office. Anyone picking up the child may be asked to show proper identification.

Students being picked up by parents at the end of the day will be called to the dining room at 2:50 p.m.

If your child must ride a different bus home than usual, a written request must be sent in indicating the name, bus route and address of where your child is going. This note will be signed by office personnel and will be your child's pass to ride a different bus. For safety reasons, a student will not be permitted to board a different bus without this signed note.