

# Entrance & Exit Procedures For Students



## Before School

- Enter the building through the following doors.
  - Student on the bus should enter doors: **6th Grade-Door 1, 7th Grade-Door 2, & 8th-Door 23.**
  - Students who ride their bikes should enter their grade level entrance.
  - Students who get dropped off or walk should enter doors 10, 11, & 12, cafeteria doors.
- Doors open at 7:45 a.m. (**7:50 a.m. on Wednesday**)
- If you arrive after 7:55 a.m. (**8:15 a.m. 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 for you they must leave it with a staff member at the greeter's 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.