



## School-Specific Procedures

### Student Entry and Exit

Student entry into the school building is an important part of the school day because, when done well, it helps students and staff set the stage for the learning that will follow. As such, **it is important that all children arrive on time and start their day by entering the school through their assigned door with their classmates.** All students must be on the school grounds, ready to line up and enter the school, when the 8:00 a.m. and 12:55 p.m. entry bells ring. In addition, your cooperation with using the designated student entry doors is appreciated. Students arriving on time are not allowed to use the front doors of the school.

**Our schoolyard is supervised every morning beginning at 7:50 a.m.!**  
**Plan to arrive before 8:00 a.m.!**

At lunch and at the end of the day, we dismiss students through their designated doors as well. Instead of meeting children at their classrooms, **we require parents and caregivers of students in Grades 1-8 to wait for their children at their entry/exit doors, or at a meeting place outside.** By doing so, you are helping us ensure a safe and efficient dismissal, while assisting staff in the hallways as they monitor children moving through the school to meet a responsible parent, guardian, or family member. **Kindergarten parents will pick-up their children directly from the teachers at their outside classroom door, in the Kindergarten yard.**

In addition to our student entry doors being locked at all times, **the front doors of the school are also locked between 8:10 a.m. and 2:50 p.m.** Visitors and students arriving late for school will need to ring a buzzer near the main door and request entry. As all our school doors will be locked it is very important that students arrive on time so they can enter the school quickly through their designated entry doors at the back of the school.

During inclement weather days, when it is extremely cold or when it is raining, students will be welcomed into the school through all of our entrances and will be supervised by staff in the first floor hallways until it is time to move to the classrooms.

Thank you for your support of our entry and exit routines. Together, we can all contribute positively to student safety, supervision and the overall tone of our school!