

Arrival and Dismissal Procedures

Dear Parents/Guardians:

Our school's traffic patterns have been designed for the safety and security of your children. It is critical that you understand and comply with our arrival and dismissal procedures regularly. You are encouraged to read this letter carefully so you fully understand the process. For a better understanding of the designated traffic pattern, you will find attached to this letter a map of our building showing the designated traffic pattern for morning drop-off as well as afternoon pick-up.

Any vehicle picking up a student from SLA must have a placard with the name of the student being picked up. Students will not be released to any vehicle without an assigned placard. If a parent/guardian is not able to show the placard for any reason, he/she will need to park in a legally designated parking space and show appropriate identification (photo ID) to the front office in order for the student to be released.

***Students will only be released to those listed on the Student's Contact List.**

SLA Arrival/Drop-Off Procedures:

Arrival:

Students should not arrive before 7:00 AM.

The first bell rings at 7:25 AM.

Students should be in their seat in their first period class by **7:30 AM** or they will be considered tardy.

Dismissal:

Bus bell rings at 2:00 PM.

Car-Rider bell rings at 2:05 PM.

Walkers and Bike Riders are dismissed at 2:15 PM.

ALL STUDENTS MUST BE PICKED UP BEFORE 2:30 PM.

If a student is going home with another student, **BOTH** students will need to bring in or e-mail permission notes from EACH students parent/guardian, **NO LATER THAN 11:00 AM THE MORNING OF.**

***If this becomes a frequent arrangement, please add pickup contact to the Student's Contact List.**

*** PLEASE SEE ATTACHED TRAFFIC PATTERNS FOR STUDENT DROP-OFF AND PICK-UP.**

Students should only be dropped off and picked up at the designated locations.