

# PARENTS/GUARDIANS AND STUDENTS

## STUDENT DROP-OFF AND PICK-UP

- **School bell times are 9:45am - 4:00pm**
- Morning drop off for school is **no earlier than 8:45am**. Supervision is provided in the cafeteria **from 8:45am** until the **9:45am** start time for students.
- Dismissal is at 4:00p.m., students must be picked up **by 4:30pm**.
  - Students are not permitted to be unsupervised on campus before 8:45am or after 4:30pm. Arrangements can be made with Ray V. Pottorf Elementary Before/Afterschool Daycare program. Please contact Ms. Silsby at 239-274-3932 to register your child.
- Students eating breakfast at school should arrive by **9:15am** as students report to Period 1/2 **no later than 9:45am or be marked as tardy**.
- Please do not leave vehicles unattended on the circle during pick up or drop off times.
- Students **are not permitted** to walk to the parking lot. All parent-pickup is via the parent pickup loop.
- To ensure everyone's safety, please keep younger siblings in the vehicles while you wait. Children are not permitted to be playing on the sidewalk or in the front of the school area during pick up or drop off times.

## STUDENT SIGN-OUT PROCEDURES

Student sign-out requires the adult to provide a **valid photo identification**. The adult **must** be listed on the **student contact/emergency card** as an authorized person to sign-out the student. Exceptions to the rule can only occur when the parent/guardian listed on the emergency card provides a signed letter authorizing the individual to pick up the child. *Student's safety is our largest concern!*

To minimize disruptions to the learning environment. **No student sign-out after 3:30pm**, unless prior arrangements for early dismissal are approved by administration.

Due to monitoring and attendance needs by teachers, there will be **no student sign-out during a student's 25-minute lunch period**. Parents are asked to pick up students before, or wait for the completion of lunch.

Students signing-out during whole-school events, such as assemblies, Pep Rallies, activities, etc., **may be delayed as much as 30 minutes** while students are located around campus. To assist with timely service, parents are highly encouraged to sign out students **BEFORE** whole-school events.