

**Please be aware of the following procedure during the school day.**

The back doors of the building will be opened until 8:00 am for teachers only. The side doors will remain open for school bus arrival (approx. 8:00 am to 8:15 am) only. At 8:15 all side doors will be locked and entrance to the building will be through the front door only. At no time should a student open a side door to allow entrance of a visitor during the school day. All visitors and late arrival students will enter through the front doors and must sign in at the front office.

Parents/guardians must come in the back of the building to sign your child out if you are picking them up before 3:50. At 3:50 students will be directed to the front of the school. If a parent/guardian is not present it is mandatory that the child take the 4:00 late bus home, as no one is available to supervise the students.