

## Student Late Drop Off/Early Pick Up Procedures

### Dropping Students Off After 9:30 am:

- **Lower School** – parent is required to accompany their child into the building and sign them in the main office; student will receive a hall pass and go to their classroom (if the student is in kindergarten, a school staff member will take them to their classroom).
- **Middle School** – parent is required to accompany their child into the building and sign them in the main office; student will receive a hall pass and go to their appropriate hour class.
- **Upper School** – student can go into school unaccompanied and must sign themselves in the main office; student will receive a hall pass and go to their appropriate hour class. Parent must send a note with the student or send an email to the upper school with a reason for the late arrival, otherwise student will be marked as an unexcused tardy.

### Picking Up Students Before 4:00 pm:

- **Lower School** – parent must send a note with their child or email the **teacher** what time the student needs to leave. The student will meet their parent in the main office at the designated time and the parent must sign them out.
- **Middle School** – parent must send a note and student will bring it to the **Middle School office** before the start of school **or** email the **Middle School office** notifying them of their student's early dismissal and the reason. The Office Manager will initial the note and the student will give it to the teacher whose class he/she is in when the student needs to leave. Student will meet their parent in the main office who must sign them out.
- **Upper School** – parent must send a note with their student **or** email the **Upper School office** notifying them of their student's early dismissal and the reason. The Office Manager will initial the note and the student will take it with them. Upper School students must sign themselves out in the main office. Student will not be allowed to leave without the note initialed by the Upper School Office Manager **or** without parent notifying the Upper School Manager in advance who will then notify the main office.

### Early Release After an Event/Field Trip

- **Lower School** - parents in attendance may opt to take their student out early (upon culmination of the event). Parents will have an additional sign-out sheet to be signed at the beginning of the event. These absences are considered a partial unexcused absence. You must communicate the early departure with your teacher and the **Lower School office** by note or email prior to 12:00p.m., so that the student is ready to leave without disrupting the school day for students remaining.
- **Siblings in Lower, Middle, and Upper School** - If parents also plan to take a sibling out of school early due to this event, please note that it is also considered a partial unexcused absence. Please send a note or communicate with their teacher and/or the **division office** by 12:00. It is very disruptive to the learning environment of other classes when multiple students are leaving early without prior notification. If the sibling is in Middle/Upper School, please also consider that they may have an unexcused absence for their 7th hour class.