



LATE ARRIVAL/EARLY DISMISSAL INSTRUCTIONS 2021-2022 SCHOOL YEAR

ENTERING/RE-ENTERING SCHOOL AFTER 9:45 AM

- Student will enter through the main entrance (DOOR 1).
 - **Note:** parents cannot accompany their student into the school building.
- Student will sign into the Main Office – and proceed to division office to be issued a pass to join the classroom.

EARLY DISMISSAL - ILLNESS EARLY DISMISSAL

- Students must go **FIRST** go to the Health Office for any illness, symptoms of illness, etc.
- Health Office will follow their protocols.

EARLY DISMISSAL - NON ILLNESS DISMISSAL

- **Lower School** - parent must send a note with their child (child will give the note to their teacher) or email the teacher what time the student needs to leave. The student will go to the Lower School office and wait outside the office until the parent is at the Lower School entrance (DOOR 20). Once the parent has arrived, the parent will call the Lower School office (651-395-5920). The Lower School Office Manager will sign the student out. The student will meet their parent outside.
- **Middle School** – parent must send a note and student will bring it to the Middle School office before the start of school or the parent will 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. The student will come to the Main Office and wait in the atrium until the parent is at the main entrance (DOOR 1). The Main Office will sign out the student and then the student will meet their parent outside.
- **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. The student will sign out at the designated time with the Upper School office and will leave through the US entrance/exit at the south end of the building (DOOR 19).
 - **Note:** even if your student is 18, the student **will** need to provide a note from their parent for permission to leave school early.