

# **Greenwood Elementary ... A Smart School**

## **Arrival and Dismissal Procedures**

**2018 - 2019**



### **School Hours/Arrival and Dismissal Procedures**

Our school day begins at 8:50 a.m. and ends at 3:25 p.m. When students enter the building they may head to the cafeteria for breakfast or report to their homerooms. Students may not arrive to school earlier than 8:40 a.m. A bus schedule is provided on our website. Please review the schedule carefully and make note of any new stops. Parents please make sure you are at the bus stop in the morning and afternoon to monitor your child.

#### **Kindergarten – 2<sup>nd</sup> Grade:**

Students will enter through the main entrance at 8:40, either going to the cafeteria for breakfast or directly to their classroom, entering their classroom when their teacher is at the classroom door by 8:50. Students will sit outside their classroom door quietly until this time. Please note this is a change from years past. This change is to ensure the safety of all students entering the building in the morning, as well as accounting for all who enter in the case of an emergency.

#### **3<sup>rd</sup> – 5<sup>th</sup> Grade:**

Students will continue the practice of gathering on the blacktop starting at 8:40 and entering through the side vestibule at 8:50. Any students participating in breakfast may enter the building at 8:40.

Please make sure your child is here on time to listen to morning announcements at 9:00 a.m. Instruction will begin following morning announcements. In the event of inclement weather, students in grades 3 - 5 will line up in the gym beginning at 8:40.

In the afternoon, students will dismiss from their classrooms beginning at 3:25. Bus riders will be dismissed from their classrooms as buses arrive, leaving through the corridor exit between the main office and the All Purpose Room (APR). Kindergarten students who walk or are a car rider, will line up in the kindergarten hall and a patrol or Greenwood staff member will release them to the assigned adult. Students in grades 1 – 5 who walk home will be released through the main entrance, while students who are car riders in grades 1 – 5 will exit by the gym and remain on the blacktop with patrols and staff until their car arrives.

Teachers should be notified in writing of any changes to student's arrival or dismissal routine. If a change in dismissal occurs during the school day, please notify/call the main office by 2:30 p.m. to ensure the proper dismissal of your student.