August 2018

Dear Parent/Guardian,

Due to state reporting requirements for student attendance data and in an effort to streamline our procedures to ensure the safety of all students and staff, the following guidelines have been established and will be in effect at the start of the 2018-2019 school year.

**Arrival**
- School begins at 9:15 a.m. Any student arriving at the school later than 9:20 a.m. will be marked late.
- Students who arrive at the school later than 9:20 a.m. must be escorted into the school and signed in at the main office.

**Early Departures**
- School ends at 3:15 p.m. Parent/Guardians who wish to pick up their children before the end of the school day must do so by signing their children out before 3:00 p.m. and those children will be marked as an early departure in the student information system. For specific dismissal procedures regarding early dismissal, please refer to your school’s handbook.

Due to the safety of all students in the building no exceptions can be made. We look forward to a safe and productive school year.

Sincerely,

Erin M. Hynes
Assistant Superintendent for Curriculum and Instruction

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