

## **SPECIAL NOTE!!!**

Safety is a major concern at Lazar and it is important that we have procedures that ensure every child is accounted for at dismissal. All students that are riding the bus will follow the departure rules that have been part of our dismissal plans for the last four years. **Students considered to be walkers will follow the procedure listed below. Please have patience and understanding with these guidelines as we want to create the safest, most efficient way to care for your children.**

### **DISMISSAL**

All students that are designated as walkers will be assembled in the gymnasium upon dismissal. Attendance will be taken and these children will be escorted to Changebridge Road where they will be dismissed. Any student in the "walker" category that is being picked up or going to the Youth Center after school must abide by the rules listed below.

It is highly recommended that if your child is entitled to busing that he/she rides to and from school on the school bus. At times it may be necessary to be picked up from school. Please adhere to the following procedures if you are being picked up from school by a parent/guardian:

- Students must provide a parent note to their homeroom teacher the morning of an after school parent pick up. Homeroom teachers will issue a Pick-up Pass to students.
- **Parents who are picking up their children after school must walk to the far side of the gymnasium for student pickup. Any child not picked up prior to bus departure (3:40 p.m. sharp) will be sent home on their regular bus.** Alternate and/or emergency plans should always be in place for such occasions.
- Students must present the appropriate pick-up pass to the teacher on duty.
- A separate note is needed for each occurrence of parent pick-up.
- Notes must be turned in during homeroom. **FAXED NOTES WILL NOT BE ACCEPTED.**

### **EARLY DISMISSAL**

**If it is imperative to remove a child from school for a family matter, prior written notification is required.**

Early dismissal is discouraged. However, if it is necessary for a student to leave school early, a parent/guardian note is required for the student to leave school early.

**The early dismissal note must:**

- be presented when attendance is taken in homeroom
  - give the student's **full name**
  - state the reason for the early dismissal
  - give time of departure
  - indicate name of person picking you up and relationship to child (aunt, grandmother, etc.)  
**Identification is required**
  - contain signature of parent/guardian
  - **FAXED NOTES WILL NOT BE ACCEPTED**
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1. **THE STUDENT IS TO REPORT TO THE OFFICE LOBBY DESK AT THE SCHEDULED DISMISSAL TIME.**
  2. **The person picking up must sign the student out in the early dismissal book provided in the front lobby area.**
  3. **State law requires that students must be present for a minimum of 4 hours to accrue credit for a full school day. Students leaving school before 1:00 p.m. will be recorded as absent for the day.**