ARRIVAL PROCEDURES

1. Buses arrive to the school beginning approximately 7:15AM. Students who walk should arrive before 7:40AM for breakfast. The first bell to move to class rings at 7:45AM and first period begins at 8:00AM.
2. Students are to adhere to the Code of Conduct and observe local laws while riding buses or walking to and from school (including school related activities). All students walking to and from school must use the footbridge to cross Jericho Turnpike.
3. All students must use the front portals to enter school. Upon arrival to school, all students will scan in with their ID cards for building attendance. Students who do not have their ID cards at the time will scan in with their student number at a separate entrance. All students will scan into every class period, including lunch, study hall and physical education.
4. Students who are late to school will receive a late pass. This pass is to be given to their classroom teacher upon arrival to class. Students who are late should have a note explaining the reason for tardiness.
5. Select senior students may have classes that begin after Period 1. These students will be issued a Late Arrival Pass. Only student who have Late Arrival in their schedules should arrive after Period 1.
6. In the event of a delayed opening as announced by the district, first period will begin at 10:00AM (see bell schedule).

DISMISSAL PROCEDURES

1. Dismissal is part of the school day. This includes leaving class, boarding the buses or leaving the campus via walking or other transportation. Students must continue to adhere to the Code of Conduct during dismissal.
2. Westbury High School operates with a 9-period modified block schedule. Period 9 ends at 2:30PM. Students are expected to dismiss in an orderly fashion and to exit the building in a timely manner. Buses will line up in front of the school in order of their arrival.
3. Students who walk must use the footbridge to cross Jericho Turnpike. Students must heed the instructions of the supervisors and security guards at dismissal.
4. After school activities begin at 2:40PM. Only students who are attending tutorials and extra-curricula activities are to remain in the building. Students who are not in a supervised, school-sponsored activity must leave campus for safety and security reasons.
5. Select senior students may have schedules in which the last class may be prior to Period 9. These students are issued an Early Dismissal Pass. Only these students may leave school prior to 2:30PM. Students must carry their Early Dismissal Pass to exit the building.
6. Every effort should be made to schedule appointments after school. In the event that a student must leave early, a note should be brought in to the attendance office upon arrival to school. Students who need to leave early must be signed out by a legal guardian.
7. Students who are ill must be seen by the nurse and must be signed out by the health office prior to leaving.
8. In the event of an emergency, guardians will be notified of any procedures by the school/district.