1. Procedures for arrival of students:
   a. The school doors are opened at 8:45 AM.
      i. The 1\textsuperscript{st} and 2\textsuperscript{nd} grade students are escorted in through the “right” lobby doors.
      1. A faculty member picks up the 1\textsuperscript{st} and 2\textsuperscript{nd} grade students from their buses and escorts them into the auditorium. The 1\textsuperscript{st} and 2\textsuperscript{nd} grade walkers enter the school and proceed directly to the auditorium. The 1\textsuperscript{st} and 2\textsuperscript{nd} grade students enter the auditorium and are seated by class, waiting for their classroom teachers to pick them up. They are supervised by faculty members. At 8:55 AM all 1\textsuperscript{st} and 2\textsuperscript{nd} grade teachers report to the auditorium to pick up their students.
   ii. The 3\textsuperscript{rd}, 4\textsuperscript{th}, and 5\textsuperscript{th} grade students are escorted through the “left” lobby doors.
      1. The 3\textsuperscript{rd}, 4\textsuperscript{th}, and 5\textsuperscript{th} grade students walk directly to their classrooms. They are supervised by faculty members. The students line up in the hallway and wait for the 9:00 AM bell which signals the beginning of the school day. The 3\textsuperscript{rd}, 4\textsuperscript{th}, and 5\textsuperscript{th} grade students enter their classrooms at 9:00 AM.

2. Procedures for dismissal of students:
   a. Children who are walkers or picked up from school:
      i. At 2:50 PM, an announcement is made for the 3\textsuperscript{rd}, 4\textsuperscript{th}, and 5\textsuperscript{th} grade walkers to proceed to the gymnasium. Parents/Guardians enter the building
through the lobby doors, and proceed to the gymnasium where they sign out their child(ren). Faculty members have pre-printed sign-out sheets and parents sign their names next to the child’s name.

ii. Teacher assistants are assigned to pick up the 1\textsuperscript{st} and 2\textsuperscript{nd} grade walkers from their classrooms. The teacher assistants escort the 1\textsuperscript{st} and 2\textsuperscript{nd} grade walkers to the auditorium where they are signed out by their parents/guardians. Pre-printed sign-out sheets are also used for the 1\textsuperscript{st} and 2\textsuperscript{nd} grade classes.

b. Children who take the bus home:
   
   i. At 3:00 PM, an announcement is made for the 1\textsuperscript{st} and 2\textsuperscript{nd} grade teachers to begin dismissing their classes to the buses. The teachers walk their students through the main lobby to each bus.

   ii. An announcement is then made for the 3\textsuperscript{rd}, 4\textsuperscript{th}, and 5\textsuperscript{th} grade teachers to begin dismissing their classes. All classroom teachers dismiss their own classes.

3. In the case of inclement weather, the same procedures will be followed.