



STUDENT ARRIVAL AND DISMISSAL PROCEDURES

Harmony Science Academy is committed to providing a safe and enjoyable learning environment. The information contained in this document highlights policies and procedures that will allow us to provide maximum safety for students as they arrive to and leave from school daily. We recognize the importance of the school and community working together and request that you read this information carefully and follow the policies and procedures outlined.

MORNING ARRIVAL

Students may enter the cafeteria at 7:00 a.m. Parents who arrive earlier than this time will need to remain with their child. Students should exit the car on the passenger side only. **Parents will need to remain in their cars and be prepared to move after the student(s) exit the car.** Parents will not be permitted into the school building without an appointment. If you have an appointment, please be sure to sign in at the front office and obtain a visitor's badge. Keep in mind that **students will not be allowed to go to their classrooms until 7:45.** Please remember that students should be seated in the classrooms and ready to start the day by 7:50 a.m., so it is important that they arrive on time. If students are late to school, parents/ guardians must sign them in at the office. **Do not send students to the office alone to sign in.** Parents/guardians will be contacted immediately to return to school to sign in late students who are sent into the building alone.

AFTERNOON DISMISSAL

In order to maximize instructional time and maintain an orderly school environment and safe dismissal, **no student may be checked out of the office between 2:45 and 3:15 p.m. unless it is an emergency.** Your cooperation is appreciated.

All students will be kept in or around the buildings during dismissal time. **The most efficient manner to pick up students from school is to drive through the carpool line.** All families will be issued a driveline number on a placard (placards will be used in the carpool line and walk-up). Placards should be **visibly posted** on the **passenger's side** window or windshield. Because of our limited pickup area, parents are required to remain in their cars. Individual students and siblings will be called via the driveline app and escorted to their car. If you are picking up siblings they must all be ready to load at the same time. If all students are not present at the time to load then you will be required to exit the line and go back around. **To ensure the safety of students during dismissal time, parents who are walking to pick up their students must wait outside in between the Cub and Panther building and have their student's driveline # available.** If you choose to park your car in the main HSA parking lot we ask that you **do not** move your car until the **end of dismissal.** This will help us be more efficient and keep all of our students safe. Parents should only come into the building if they are signing their child out of school early (**before 2:45 p.m.**) or if they have a scheduled parent/teacher conference (**after 3:45 p.m.**). Because of dismissal responsibilities, teachers will not be available to converse until after dismissal unless arrangements have been made in advance.

After school dismissal will begin at **3:15** and end at **3:45.** If you are **late** picking up your student you will be required to park and sign your student out with the office.

Club/ Tutorial dismissal will begin at **4:00** and end at **4:15** unless your student is enrolled in an extended day activity (dismissal begins at 5:00 and ends at 5:15pm). If your student cannot attend his or her club or tutorial please message or call your student's classroom teacher. This will help keep things moving in the car line because your student will stay with the regular school day dismissal group. It will also help eliminate interruptions during those critical tutorial sessions and fun activities.

Carline Rules

No U-turns or turnarounds throughout the carline system
Parents will need to remain in their cars at all times
No honking

Cell phone usage in a school zone is prohibited
Do not walk through the carline at any time
Be ready to follow the dismissal team's directions

Arrival and Dismissal Map

