



REVISED - RB Arrival and Dismissal Procedures

Arrival and Breakfast

Timeline

- Scholars arrive between 8:00 AM and 8:30 AM
- Breakfast ends at 8:25 AM
- Scholars are late if they arrive to class after 8:30 AM

Arrival Process

- At 8:00 AM doors open for scholars
- If the scholar wants to eat breakfast, they report to the cafeteria
- If the scholar finishes breakfast, they are to report to their classroom
- If the scholar does not want breakfast, they should report directly to their classroom

We are no longer using the gym for arrival.

Dismissal

- **3:45** – Main doors are locked and there is no outside entry allowed – early dismissal deadline.
- **3:50** – Side doors are opened for parents

Primary scholars who get picked up will begin doing so from the classroom. Primary teachers will no longer take scholars to the gym.

- Parents enter through the side exit and walk immediately up the **east** stairwell.
- Parents pick up scholars in their classroom
- Parents walk their scholar down the **west** stairwell
- Parents and Scholars exit the building through the front door

Please Note: Parents who do not adhere to the policies will be banned from the building by the Principal for the remainder of the school year.

Dismissal Timeline and Process: Middle School

- **3:45-** Middle School Scholars leave gym with siblings and teachers and walk out of the front door.