

Sullivan Middle School  
Arrival & Dismissal Procedures  
2019-2020

8/19/19

Hello Sullivan Families,

It is important to keep a safe and orderly school environment at all times. This is especially during transition times where large numbers of students are “on the move.” Below are the Arrival and Dismissal procedures for the Sullivan School. They are written for ALL for the benefit of ALL. Please be patient, safe and respectful to your fellow parents. Thank you in advance for your support and cooperation.

**ARRIVAL (AM)**

**ALL WALKERS AND DROP OFFS** enter through FRONT doors only and go directly to class.

- **Walkers** enter through the FRONT doors only.
- **Drop Offs** enter through FRONT doors only.
  1. Car pull around front loop to driveway directly in FRONT of building only.
  2. Pull up car AS FAR AS YOU CAN and stop.
  3. Students exit from passenger side.
  4. Car leaves PROMPTLY and safely.
  5. Students enter through FRONT doors and go directly to class.
  6. NO Walkers or Drop Offs should be in the back of the building.

Important Notes:

- \*\*Student arrival is between 7:20 AM-7:35AM (Please **DO NOT** arrive before 7:20 AM. Students are not allowed on campus before 7:20 AM.)\*\*
- Patience and calmness are virtues. Parent cooperation is greatly appreciated.

**ALL BUS STUDENTS** will be dropped off by busses in BACK and enter through BACK doors only.

**DISMISSAL (PM)**

**ALL WALKERS AND DROP OFFS** exit through FRONT doors only.

- **Walkers** exit through FRONT doors only.
- **Pick Ups** exit through FRONT doors only.
  1. Car pulls around front loop to driveway directly in FRONT of building only OR prearrange for student to meet you at some spot in the neighborhood.
  2. If car is in FRONT of building,
    - Pull up car AS FAR AS YOU CAN and stop.
    - Student should enter car on passenger side.
    - Car leaves promptly, but slowly and carefully

Important Notes:

- \*\*Student dismissal is at 2:05-2:10 PM\*\*
- Patience and calmness are virtues. Parent cooperation is greatly appreciated.

**ALL BUS STUDENTS** exit building using BACK doors only and board busses. Busses depart at 2:10 PM.

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