

Dozier Elementary School

The School Day (8:10 AM – 3:10 AM)

7:30 AM -7:50 AM – Students can arrive at school and eat breakfast.

8:10 AM – The tardy bell will ring.

3:10 PM – Dismissal

Morning Arrival: For your child's safety, **DO NOT** leave your child at school before 7:30 AM. Teachers are not on duty until 7:30 AM and students should not be left alone and unsupervised. *Teaching and learning at Dozier begins promptly at 8:10 AM. Tardy students will be missing substantial portions of instruction which will adversely affect their education. **To provide your child with the best opportunity to be successful, please make every effort to have your child at school before 8:10 AM.**

If you are using a private vehicle to drop-off your child in the morning, please go to the front parking lot to let your child(ren) out of the vehicle. The child(ren) should walk on the sidewalk around to the entrance of the school.

Afternoon Dismissal: **Students must be picked up at 3:10 PM.** We ask that each parent place a sign on the passenger's side dashboard or window, which displays the name(s) and grade(s) of student(s) to be picked up. Cars should stay in the back parking lot carpool line and wait for your child to be escorted to the car by a staff member. **We ask that parents remain in their vehicles.** Students may not leave the pickup area to meet parents in the parking lot or on the street. Children will NOT be dismissed to parents who walk up to the carpool dismissal area until ALL cars in the carpool line are gone. **NO EXCEPTIONS!**

PLEASE HELP US PROTECT ALL OF OUR CHILDREN BY FOLLOWING THESE RULES.

Your child's safety is of utmost importance to us. Therefore if your child's dismissal routine is changing in any way, such as riding the bus vs. being a car rider, going home with another child or parent, etc. you **MUST** send a note to his/her teacher. **In the absence of this communication, we will be compelled to make certain that your child follows the usual routine.** Transportation arrangements are not to be made over the phone. Please take care of this before your child leaves for school.

Attendance/Absences/Tardies/Check-outs

“Perfect Attendance” is achieved when a student arrives on time each day and does not leave school early.

Parents are asked to call the school on the day(s) their child is absent and give the reason the child is absent. Students, upon returning to school, must bring a note signed by a parent, which describes the reason for the absence. Please remember, without the required note **within three school days**, your child’s absence will be unexcused.

Excessive absences will require a doctor’s excuse. If a doctor’s excuse is not provided, the absences will be reported to Student Support Services for investigation.

A child will be counted tardy after 8:10 a.m. **All tardy students must be signed in at the office by a parent or guardian. If the parent/guardian does not sign the child in at the office, the child will be marked as an unexcused tardy.** A child who rides the bus is not counted tardy if the bus is late. Parents please check the MPS Student Conduct Manual for list of excused absences/tardies.

Students have the opportunity to make-up work or tests which occur during an excused absence. Please refer to the MPS Student Conduct Manual for details.

Checking In/Out

A picture ID is required to check out a child, which is for the safety of your child. If for any reason a child needs to leave school during the day or comes in late, the parent must come into the office and sign him/her in or out. If for any reason you must send someone to get your child, that person’s name **must be** on the registration card or must have a signed note giving them permission to check out your child. Please do not check your child out unless it is for an appointment with the doctor, dentist or an emergency. Every minute of the instructional day is important.

CHECK OUTS ARE DISCOURAGED AFTER 2:30 P.M.