



George and Veronica Phalen Leadership Academy Arrival/Dismissal Policy

Arrival

At the George and Veronica Phalen Leadership, the doors open at 7:30 a.m. each morning and instruction begins at 8:00 a.m. Families are expected to enter the school parking lot from the Illinois Street entrance, and drop-off their scholar(s) along the sidewalk at the front entrance of the school. Scholars are to enter the building through the cafeteria doors, and are offered breakfast until 7:50 a.m. Scholars are supervised in the cafeteria by school staff, and then are released to classrooms beginning at 7:45 a.m. The cafeteria doors will close at 8:00 a.m. Scholars arriving after 8:00 a.m. are considered tardy and will need to be escorted into the building and signed in by a parent/guardian in the main office. Scholars will be provided a tardy slip, which must be given to their classroom teachers upon entering the classroom.

SCHOLARS ARE NOT TO BE LEFT UNATTENDED ON SCHOOL PROPERTY BEFORE 7:30 A.M.

Early Dismissal

Early dismissals are any time before 3:00 p.m. Please try to refrain from picking your scholar up early unless there is a medical appointment. Early dismissals will not be permitted after 3:00 except for in the event of an extreme emergency approved by the school building leadership. A requests for early dismissal needs to be reported to the classroom teacher or the main office manager before 2:30 p.m. Scholars must be signed out in the main office by a parent/guardian. As with regular dismissal, scholars will not be released to anyone who is not on the parent/guardian authorized pick-up list.

Dismissal

Dismissal at the George and Veronica Phalen Leadership Academy **begins at 3:45 p.m.** and ends at 4:15 p.m. We have an extended day to provide flexibility to our families. **Please ensure that an authorized individual is here at 3:45 p.m. to pick-up your scholar.** Parents/guardians have a 30-minute grace period to pick up their scholar after the instructional day ends. In the event, that you are unable to pick your scholar up at the designated dismissal time, it is your responsibility as parent/guardian to notify the school and make arrangements for your scholar to be picked up. If your scholar is not picked up by 4:15, the school holds the right to refer your scholar to the Department of Child Services and/or the local police for abandonment. It is not the responsibility of our staff to stay beyond their contractual day to provide care for your child. Scholars left after dismissal time impose an extreme burden on staff who must then stay late.

Dismissal Procedure

Parents should enter the parking lot via the Illinois Street entrance and form two lines beginning at the first yellow pole. Parents/Guardians must have the appropriate name plaque in their windshield in order for staff to release their scholars to an authorized individual. A PLA staff member will begin calling scholars names at 3:45 p.m. and conclude at 4:15 p.m. Scholars will walk outside to the gate when their name is called and will be escorted by a PLA staff member to their car. No parent/guardian should get out of their car at any time. PLA holds the right to release scholars to cars prior to anyone who walks up to the gate. For the safety of all scholars and staff, please use caution and responsibility when entering and exiting the parking lot.

*If you are in need of additional name plates, please notify the front office.



REVISED 8/2018