

TEACHER DISMISSAL POLICY

(Teachers, be sure to go over the dismissal policy with students and parents and please make an attempt to meet each parent at your first class or meeting. This will help you recognize which student goes with which parent upon dismissal. Also, parents need to send students to class with a note indicating if someone else will be picking them up. If you do not know that person, please ask for identification.)

PRE-K & K

Parents need to initial the sign-out list when picking up student. If someone other than parents pick up, a note must be given to the teacher before class and identification must be shown by the adult picking up the student after class.

FIRST GRADE

Parents need wait outside of the rectory basement for teachers to come out with students. Make sure you dress for the weather and if someone other than parents pick students up, teachers must receive a note from parent before class and identification must be shown by the adult picking up after class.

2ND - 5TH GRADES

Hall doors open at 11:00 for parents to pick up students from class. Teachers, make sure students wait for parents to come down and that you see student leave with a parent. Dismissal time can be chaotic with so many people leaving at once.

6TH - 10TH GRADES

Due to the number of classes in the hall on Sunday night we had to come up with a dismissal policy to keep everyone safe when exiting the church. Teachers need to walk out with students to the designated parking lot for their grade. Parents should be parked, waiting for the students to come out. (Read the new Dismissal Policy for details.)

SUNDAY MORNING OR MONDAY NIGHT CLASSES - Teachers should wait with students in front of the church or inside until they see their ride pull up.

If a student leaves without you knowing about it, please contact me and I will try to reach a parent. Go over the dismissal policy with students at the first class so that everyone understands what is expected.