



## **NEW SCHOOL HOURS - 8:00 AM - 4:00 PM**

### **ARRIVAL / DISMISSAL PROCEDURES**

<b>DOORS OPEN:</b>	7:15 AM ( <i>Breakfast/Morning Study Hall</i> )
<b>FIRST BELL:</b>	7:55 AM
<b>TARDY BELL:</b>	8:00 AM
<b>DISMISSAL:</b>	3:55 PM ( <i>Bus</i> ) 4:00 PM ( <i>Car, Bike, Walk</i> ) 5:00 PM ( <i>After School Programming, if any</i> )

**EARLY CHECK OUT** – If you need to check out your child(ren) early, please do so by 3:45 PM. We will not process any early dismissals between 3:45 PM and 4:00 PM, due to dismissal preparations.

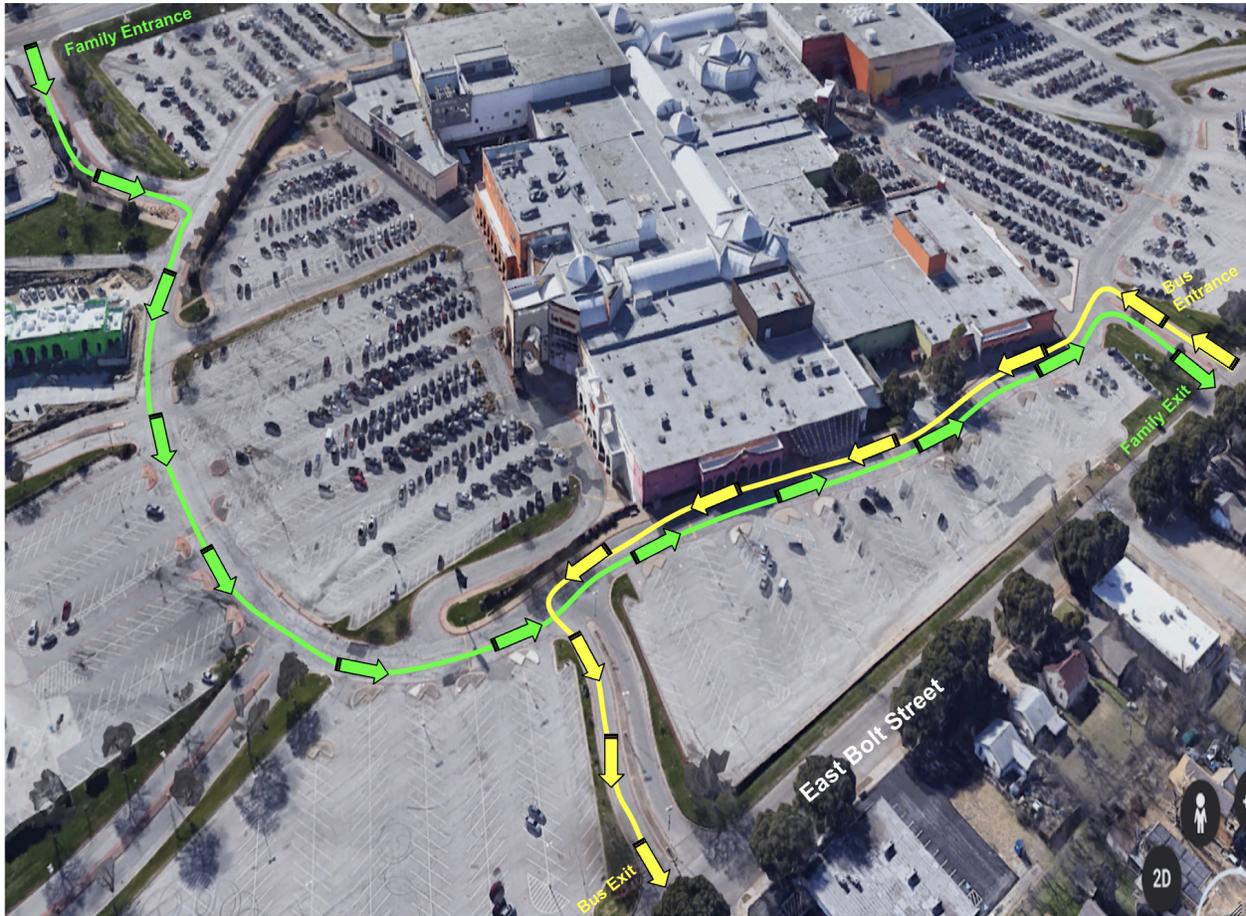
**SAFETY** - Please do not line up for the driveline before 3:00 PM. Please do not block the fire lane. If you need any assistance from the main office, please park and go inside.

**DRIVELINE FORMATION** - Students arriving/departing by vehicle will unload/load in the same area each day. Enter the school driveline and follow the marked lanes. Please remain in your vehicle at all times to ensure a continuous flow of traffic. Family vehicles will enter the main entrance and follow the GREEN route on the arrival/dismissal map. School buses and after-school program vehicles will enter the west entrance and follow the YELLOW route on the arrival/dismissal map. Vehicles will follow the drive as it winds around the front of the building. Parents entering the yellow driveline will be redirected to the green driveline.





## ALTERNATIVE ROUTE TO DRIVELINE



**CROSSWALK** - Please watch for students in the crosswalk. Please pay attention to the AVPA staff member responsible for guiding traffic flow.





**SCHOOLPASS System:** Ensure you have the SCHOOLPASS app installed and your account set up. Upon arrival, use the app to notify the school of your presence in the drive line. This will automatically alert staff and prepare your child for dismissal. To learn more about SchoolPass, please refer to Appendix A



[Download/Update from Apple Store](#)

[Download/Update from Android & Google Play Store](#)

**(Alternative) IDENTIFICATION:** Display your child's dismissal card prominently on your dashboard or rearview mirror. This allows staff to quickly identify and call for your child.

**STAY IN LINE:** Do not bypass other cars or attempt to jump the line. Follow the instructions of staff members who are directing traffic to keep the process smooth and safe.

**STUDENT PICKUP:** Students will remain in designated waiting areas until their name is called. They will then proceed to the drive line pickup area and enter the vehicle on the passenger side.

**EXIT PROMPTLY:** Once your child is safely in the vehicle, please exit the drive line promptly to make space for other waiting families. Follow the exit signs and staff directions to ensure a safe departure.

**LATE ARRIVALS:** If you arrive late, please park in the designated area and go to the main office to sign out your child. Do not block the drive line or create unnecessary congestion.

By adhering to these dismissal procedures, we can ensure that all students are safely and efficiently reunited with their families.

**Thank you for your cooperation and support in making our arrival and dismissal process smooth and effective.**



## Appendix A

### SchoolPass App for Parents

Our visitor management system, SchoolPass, also offers an app for parents to download that will allow them to notify the school if a student will be absent, arriving late or in need of early dismissal. This will save families time in the morning when trying to contact the school about the status of a student.

**Click Here to access the training video:** <https://youtu.be/3pKilp1q0p4>

Whether this is your first time logging into the SchoolPass App, or you might be experiencing difficulties logging into the app, please follow the steps below to ensure you have the most up-to-date version installed on your phone, as well as troubleshoot any login difficulties.

1. Take note of which model phone you are using (for example, iPhone 11 Pro or Samsung Galaxy S20)
2. Check if your phone operating system is up to date, and if there's an outstanding update, please download and install it
  - [Updating iOS on iPhone](#)
  - [Updating OS on Android](#)
3. Install or update to the latest version of the SchoolPass Parent App
  - [Download/Update from Apple Store](#)
  - [Download/Update from Android & Google Play Store](#)
4. If you were emailed a temporary password, please enter that along with your email address to log in
  - If you do not have a temporary password, or have forgotten your password, click "Forgot Your Password?" on the home screen to be sent a temporary password.
  - If you were previously having issues logging in, and have just updated your phone or app as recommended in steps 1 through 3, please try logging in again now.