



Arrival and Dismissal Policy

Morning Routines

School Hours are from **8:15 am to 3:30 pm on Monday, Tuesday, Thursday and Friday** and from **8:15 am to 1:00 pm on Wednesday**. Doors open for all students at 7:45 AM; students will enter in the main entryway on the 1st floor and swipe in. Students will walk downstairs to the cafeteria, in uniform (removing headphones, hats, etc.), turning in all electronic devices. Upon entry, all students and visitors are subject to search by metal detector wand if necessary.

After entry, students will have the option to eat breakfast inside the cafeteria, visit their lockers, and prepare for the school day. Students must be in Advisory before 8:15 AM to be marked present for the school day.

Arrival

- Students *arrive* between 7:45 am and 8:15 am
- Students will not be allowed to enter the building prior to 7:45 am
- Trailblazers begin the process of getting their phones/technology collected and kept in a safe place by a GGA staff.
- Students arriving after 8:15 am will be considered tardy
- All students arriving after 8:15 am must report to the Main Office for a tardy pass to class and will not be allowed in class without a pass.

Dismissal

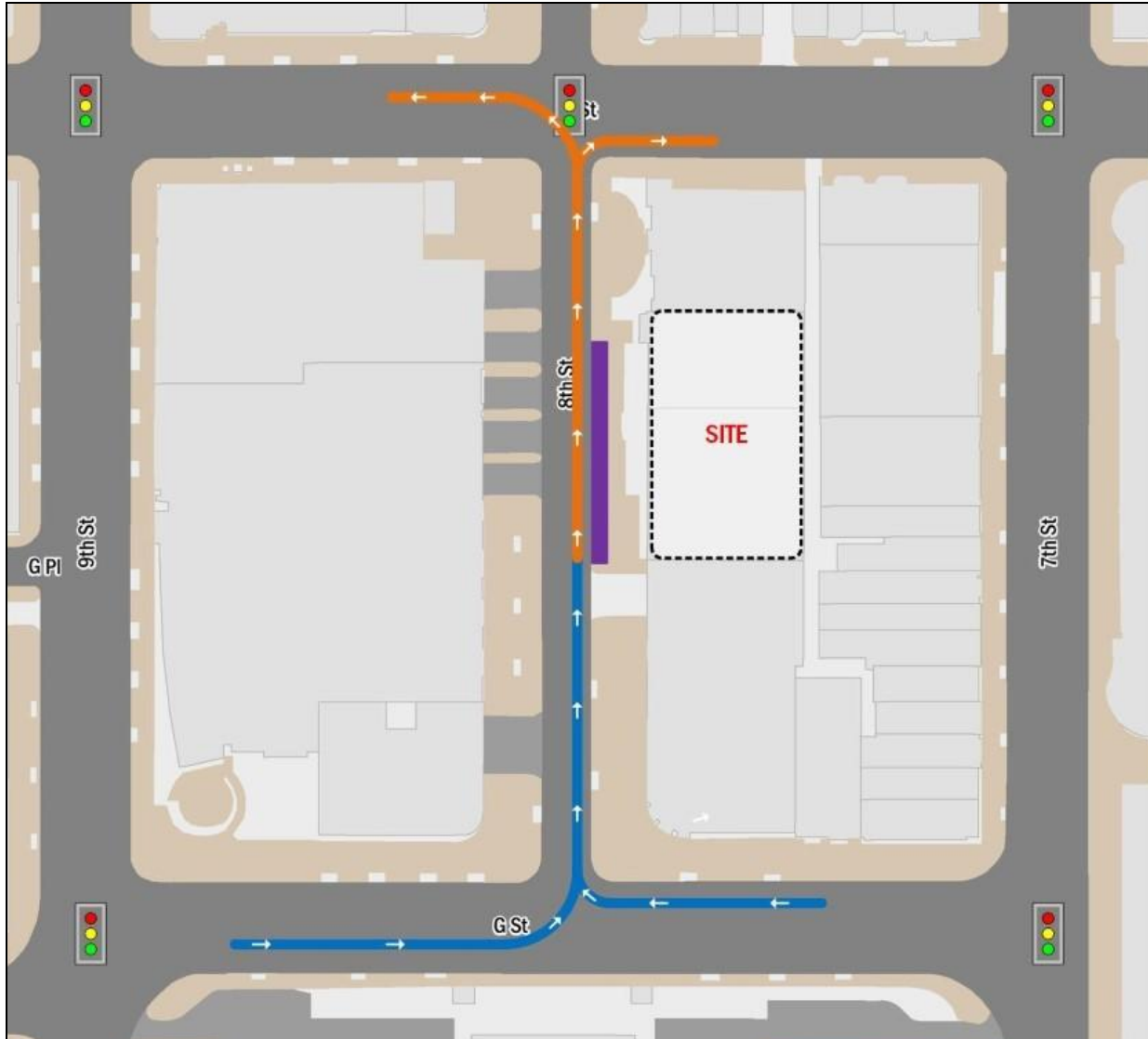
- Students *leave* between 3:30 pm and 4:00 pm
- **Early Dismissal/Pick-Ups:** The school must be notified before 2:45pm of an early dismissal for all students.
 - The school will contact the family member on the authorized contacts for any early dismissal

- Written communication is sent to the school justifying the reason for the early dismissal and the transportation that will be used for the early dismissal (car, bus, metro, walk, etc.)
- All students that sign themselves out from the school must have documentation to justify an early dismissal and permission from the authorized contact
- Students are not permitted to leave the school premises without written and verbal confirmation from the approved family/guardian in the school contact records
- Students will NOT be allowed to leave the premises with anyone who is not authorized to pick them up. Parents/guardians send an email and call the main office to add someone new to their student's authorized pick-up list. Any adult who picks up a student will need to show photo identification to sign the student out before leaving the building.
- If students are staying for tutoring or clubs, they must be in the cafeteria by 3:45 pm. No horseplay, yelling, or running while exiting the building. GGA staff will be in the hallways to assist in the dismissal process.
- Students who have sports practice or club meetings must go directly to their designated location and be in place by 3:45 pm.
- Once students leave the building, they *are not permitted* to return to campus.

Students will NOT be allowed to leave the premises with anyone who is not authorized to pick them up. Parents/guardians may call the main office to add someone new to their student's authorized pick-up list. Any adult who picks up a student will need to show photo identification to sign the student out before leaving the building.

Drop off and pick up Routines

Please note - to ensure student safety and prevent congestion on 8th street in front of the building - we ask families to start from G Street (either direction), where the National Portrait Gallery is, and drive north on 8th Street toward H Street. This will allow families to utilize the stop light at the intersection of H and 8 and exit the area in a safe manner.



<<<MLK Library

National Portrait Gallery

Capital One Arena>>>

- The school will contact the family listed in the approved contacts for any early dismissal
- Written communication is sent to the school justifying the reason for the early dismissal and the transportation that will be used for the early dismissal (car, bus, metro, walk, etc.)
- All students that sign themselves out from the school must have documentation to justify an early dismissal
- Students are not permitted to leave the school premises without written and verbal confirmation from the approved family/guardian in the school contact records

The school will continue to contact the family members listed on the school contact sheets to approve any early dismissal. In the absence of any verbal permission provided from a contact on file, students wishing to sign themselves out from school will be asked to present documentation in the form of a medical appointment card or similar evidence to justify an early dismissal. Absent such evidence or verbal permission from a person on file, the student will not be permitted to leave school early and doing so may result in disciplinary action in accordance with the rules set forth in this Handbook.