



Trenton Public Schools Elementary Arrival & Dismissal Standard Operating Procedures

- *All visitors and parents must show picture ID, sign in with security and report to the main office.*
- *Elementary schools' doors open at 8:15am. Prior to 8:15, staff are not present to monitor students.*
- *Students' formal school day begins at 8:45 am. Students are late after 8:55 am. Frequent lateness and absences could result in legal action.*
- *Dismissal is at 3:15 pm. Early pick up of students is allowed before 2:30 pm for appointments and other excusable reasons. Unless prior approval is granted, after 2:30, students must remain until 3:15 pm.*
- *After the 3rd late pick up (after 3:30 pm), parents will be charged \$10 for each instance of late pick up thereafter. Parents will be notified after each instance of late pick up.*
- *On reduced days, dismissal is at 1:00 pm. On these days, students must be picked up by 1:15 pm.*



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