

**Students Picked Up From School and Student Safety**

Betsy Ross Arts Magnet School is a large school. Therefore, to insure a minimal disruption to the educational process as well as to guarantee the safety of all of our students, please adhere to the following guidelines.

**Should you need to pick up your child from school early or at the end of the day send a *written note* to school *with your child in the morning*. The note should be dated, state both your child's first and LAST name, the reason for the early dismissal, the time the child will be picked up, and the name of the adult who will be picking the child up. Be sure to sign the note and include a telephone number where you can be reached should there be any questions.**

**Students will not be called to the office until the authorized parent/guardian/adult has provided the proper identification and has completed the sign out register. You must allow sufficient time to get your child from class. The student will not be called out of class until the preauthorized adult has arrived to the main office. Students being picked up early must be picked up by 3:15. Students will NOT be called from class from 3:15 pm until the completion of dismissal.**

**Students being picked up at the end of the day will be dismissed with the walkers at 3:30 pm. You or the person picking up your child must be INSIDE the building at dismissal. No student will be allowed to leave the building to meet the person picking them up in the parking lot; you must come into the building. Office staff will not call into classrooms to request students to be dismissed with walkers. In the event you need to pick up your child without having made prior arrangements you will need to check in with the main office and then wait until his/her bus is called for dismissal.**

**Telephone requests for dismissal are acceptable ONLY IN THE EVENT OF AN EMERGENCY and must be made by 3:00 pm.**

The majority of our students are bussed to and from school. BRAMS has a dismissal procedure to insure all students get on their bus at the end of the day and arrive home safely.

**STUDENTS ARE NOT ALLOWED TO RIDE ANY BUS OTHER THAN THE BUS THEY ARE ASSIGNED TO.**

When entering BRAMS all visitors must sign in at the security desk and report to the main office. If you are picking up your child as a walker, please remain in the main lobby area. For security purposes only staff and students are allowed in the classroom areas.

Classroom instruction time WILL NOT be interrupted to give messages to students or teachers, except in cases of emergency. If your student asks you to bring a forgotten item to school, be certain you instruct them to check at the office. We will not interrupt classrooms to let students know that items have been dropped off for them. We are very concerned for your child's safety; therefore, **PLEASE** do not ask us to give your child a telephone message to go somewhere other than where you instructed him or her to go after school is dismissed.

Our staff and students thank you for your understanding and cooperation in providing a safe educational environment here at BRAMS.