

NOTICE OF LATE PICKUP PROCEDURE

The safety of our students is paramount, and timely transportation pickup is a necessary part of student supervision. As a result, a procedure for late pickup has been established.

MORNING STUDENTS

Morning students are released at 11:50 am, with the afternoon session beginning at 12:05 pm. Administration requests that all morning students be picked up by 12:05 pm.

If a morning student is left at school beyond **12:10pm**, he/she will be moved inside to a classroom. Drivers are then asked to park, come inside to the front office to sign a late pickup log for documentation. The front office will contact the holding classroom to retrieve the student.

Once a student has received 3 late pickup sign-in's, the respective student will be issued a detention. Continuous and chronic late pickup's will follow the discipline procedure outlined in the student handbook.

AFTERNOON STUDENTS

Afternoon students are released at 4:10 pm. Administration requests that all afternoon students be picked up by 4:25 pm.

If an afternoon student is left at school beyond **4:25pm**, he/she will be moved inside to the commons area. Drivers are then asked to park, come inside to the front office to sign a late pickup log for documentation.

Once a student has received 3 late pickup sign-in's, the respective student will be issued a detention. Continuous and chronic late pickup's will follow the discipline procedure outlined in the student handbook.

Please be respectful of Chaparral Star Academy faculty and promptly pickup students by the above times! Thank you for your cooperation!