

Dismissal Procedure

2:30-3:15	All school doors will be locked for dismissal preparations. No parents will be allowed into the building during this time. **Note: No early dismissal for students will be allowed after 2:30 p.m.
2:30	K-3 rd grade teachers will begin escorting their students to the sheltered area for dismissal.
2:50	Dismissal bell rings. *6 th -8 th grade students will have 10 minutes to go to their lockers and make their way to their designated areas. *Students who have After School Activities should report directly to their designated activity area by 3:00 p.m. *6 th -8 th grade students not participating in After School Activities will report to the designated 6 th -8 th grade dismissal area. (**Please note that HSI will be releasing 6th-8th grade students at dismissal time for pick up. HSI will not be responsible for these students after they leave the building at 3:00 p.m.). Parents will enter the campus and drive around to the dismissal area, remaining in the outside lane of the pick up lines. This lane is designated for 6 th -8 th grade student pick-up only. Students in this pick-up area are responsible for watching for their parents and walking safely to their vehicles. There will not be an assigned teacher responsible for getting the 6 th -8 th grade students to their vehicles. 6 th -8 th Grade students, who have younger siblings, will report to the sheltered area for dismissal. They will wait with their sibling/siblings for their names to be called by the designated staff member. At this point, they will exit the building to their vehicle.
3:00	Teachers with scheduled After School Programs will be in their classes and all other staff/teachers will report to their designated duties for dismissal. Teachers are expected to actively monitor the students during dismissal time.
3:50	Teachers with After School Programs will escort their students to the recess area.
4:05	Teachers may leave the campus.

- Each family will be responsible for displaying the yellow car plate(s) in their car window. The plate(s) need to be visible so that the teachers on duty can easily identify the child's ride.
- Parents/Guardians/or designated persons are expected to pick up their child (ren) on time (no later than 3.20 pm) Failure to pick up during the designated dismissal times will result in having to pay a late fee (Please see the attachment regarding HSI's late fee policy).
- Please Note: For the safety of our students, Harmony Faculty asks parents that all students be picked up NO LATER than 5:00 p.m. Harmony School of Innovation-Houston is not responsible for monitoring students after 5:00 p.m.