

Frederick Douglass High School

2019-2020 Arrival & Dismissal Plan

School Hours: 7:15 a.m.-2:25 p.m.

Principal Eddie Scott Instructional Director Dr. Ed Ryans.

Transportation Coordinator(s):

- Mr. Sterling Brooks, Assistant Principal- [Sterling.Brooks@pgcps.org](mailto: Sterling.Brooks@pgcps.org)
- Ms. Kiera Holmes, Attendance/Main Office Secretary- [Kiera.Holmes@pgcps.org](mailto: Kiera.Holmes@pgcps.org)
- Ms. Stacy Pinkett, Guidance Registrar- [Stacy.Pinkett@pgcps.org](mailto: Stacy.Pinkett@pgcps.org)

Arrival Procedures:

Students enter the building through the main entrance and gymnasium entrance at **7:00 a.m.** Upon entering the building students have an option of reporting to the cafeteria for breakfast or the gymnasium to wait for the start of classes. Students are expected to remain in either the cafeteria or the gymnasium under the supervision of administration and until dismissal to the 1st period at 7:35 a.m. Between 7:35 a.m. and 7:44 a.m. students travel to their lockers to prepare for 1st period. Students are expected to be in their 1st-period classes before 7:45 a.m.

Students arriving late to school after 7:45 a.m. but before 8:00 a.m. are to report directly to their 1st-period class. 1st-period teachers will implement the following disciplinary response:

- 1st Offense: Teacher gives verbal warning
- 2nd Offense: Teacher contacts parent and documents the tardy
- 3rd Offense: Teacher submits a PS74 Disciplinary Referral to the Grade Level Administrator

Students arriving to school after 8:00 a.m. must secure a yellow slip or late bus pass from the main office before they report class.

Dismissal:

Afternoon announcements are read over the Public Address System at **2:23 p.m.** Students are dismissed from their 5th-period classes at **2:25 p.m.** Students may exit the building from the doors in the main lobby directly across from the front office, multipurpose room, or the doors in the gymnasium area. Students will receive assistance in locating their buses from staff assigned to bus duty. Buses are released from the bus loop at 2:37 p.m. Students awaiting late buses are to stand in front of the building until their late bus arrives. On inclement weather days, students awaiting the arrival of late buses should stand in the front lobby.

Dismissal (continued)

Parents/Guardians picking students up should park on Croom Road in front of the building. Car Riders should exit the building from the doors in the main lobby directly across from the front office. Car Riders are to walk across the bus loop and the grass area in front of the building to locate their rides.

Early Dismissal:

Students who must leave school before the close of school are to obtain an early departure from the main office. To be granted an early departure, a student must present a written parental request, which contains the following information:

- Student's name and grade
- Reason for request
- Time the student must leave
- Method of transportation
- Phone number to contact parent/guardian

Requests for early departures must be presented by 8:15 a.m. on the day of the request. **Early departures are not granted after 2:00 p.m.** All requests for early departures will be verified before being granted. Parents will be required to enter the building to sign the student out. Once the parent arrives the student will be called from class. Students will not be allowed to wait for a parent/guardian in the office, the main lobby or any other area.

- The person picking up the student must present a valid state identification prior to the student being released from class.
- Students leaving the building without a legitimate early departure will be considered truant.

Afterschool Clubs/Activities/Sports:

Students participating in afterschool clubs, activities, and sports are expected to report to their assigned locations with their sponsors or coaches by 2:35 p.m. All other students are expected to remain in the front lobby or the front of the school building while waiting for their rides.