

Buist Academy for Advanced Studies
2024-2025
Arrival and Dismissal Guidelines

The following procedures are designed to keep our scholars safe and ensure a smooth arrival and dismissal process. Please familiarize yourself with both pages of this document.

All visitors must sign in through the front office from 7:30 am to 3:45 pm, this includes visitors attending meetings and coaches.

Morning Procedures
7:35-8:00

- School office hours are from 7:30 am-3:45 pm.
- Doors open for student entry at 7:35.
- Students arriving between 7:35-7:53 will go to their designated area. Students in grades 3 and 4 will report to the cafeteria, and students in grades 5-8 will report to the gym. Students will report to their homeroom class at 7:53. The tardy bell rings at 8:00. Students not in class by 8:00 are considered tardy.
- We will begin unloading cars on Anson St. and buses on Calhoun St. at 7:35. A staff member will direct students in a safe and orderly manner to the entrance.
- Please stay in your car and only unload children on the sidewalk in a designated drop-off area. Parents are not to get out of their cars to drop off students.
- Faculty, staff, or volunteers will be present at the car line from 7:35-8:00.
- Only school buses are allowed in the bus loading zone (Calhoun St. Entrance) from 7:30-8:00 and from 2:15-3:10.
- Car riders and walkers may enter through the Anson St. doors.
- Bus riders, walkers, and bike riders may enter through *Dogwood Alley*, located on Calhoun St. near the bike racks.
- Bike racks are located in *Dogwood Alley*. Please chain and lock your bikes. The school is not responsible for lost or stolen bikes, scooters, skateboards, or other riding equipment. Bike riders are encouraged to wear helmets.
- **Please enter the car rider line from East Bay Street to George St. Take George St. to Anson St. Drop off at the designated locations. Watch out for students and parents. Do not block the Menotti St. entrance.**

Afternoon Procedures

Announcements: 2:56-Dismissal 3:00

- Any student going home, other than his/her primary means of transportation, must have a written note from his/her parent(s). Phone calls and emails are discouraged, except in the case of emergencies.
- Please be prepared to provide the child's birthday or other identifying information to leave a phone message about transportation or any other changes. Student messages are a courtesy for emergencies only.
- Teachers are not allowed to take a student's word about transportation changes. Please send a written note if transportation changes occur. If a note and email are sent to the teacher, there is no need to leave a message with the front office.
- Students being picked up early must be signed out at the office by a parent or person listed as an emergency contact. A photo I.D. is required from everyone picking up students. Please send a note in the morning with your child.
- No student will be released for early dismissal after 2:45 unless a note is sent to the school in advance. Please avoid blocking our buses by not parking in the Calhoun St. loading zone between 2:15 and 3:10. If buses arrive before 2:15, you may be asked to move your vehicle.
- **Car riders will load on Anson Street.** Parents are to stay in the car line with the car rider sign visible. Faculty and Staff will load students as quickly as possible. After the first week or two of school, the car rider line will take approximately fifteen minutes from start to finish. Please pick up your student by 3:20. Students not picked up by 3:25 will need to be picked up from the front office located on Calhoun St.
- **Walkers are students in grades 3rd-8th** with parent permission to walk home or to another off-campus location after school. These students are allowed to exit through Dogwood Alley.
- **Escorted walkers** are students being escorted home or to another off-campus location by a parent, designated adult, or older sibling. **These students will be picked up near the red doors or steps located on Calhoun St.**
- Parents please do **not block the Dogwood Alley gate, sidewalk, or school doors.**
- **Bus riders, walkers, and bike riders** will exit through the Dogwood Alley gate.
- Students riding a different bus or changing bus stops must have a note from his/her parents to receive a bus pass. Bus drivers have the right to refuse students who are not designated for a particular bus/route based on capacity.
- All students must exit campus as soon as possible. Students attending after-school activities must be supervised by an adult.