

Northwestern Senior High

No student arrivals before 7:00 a.m. Students arriving between 7:00- 7:24 a.m. should enter at the main entrance where they will wait in the Cafeteria. We ask that no students wait outside the building anywhere on school property. Students will be permitted to go to their lockers at 7:24 a.m. Students must be in their homeroom **BEFORE 7:30 a.m.** when the bell rings to begin school. Students not in homeroom and in their seats by 7:30 will be marked as tardy. Breakfast is available between 7:00 a.m. and 7:24 a.m. in the High School Cafeteria.

School dismisses at 2:20 p.m. Parents should make arrangements with their child to meet them in the parking lot if they choose to pick them up after dismissal.

When a child is absent from school for any part of the day a written excuse must be presented to their homeroom teacher or the office within 5 school days of the absence. There is also a box for excusals in the high school cafeteria each morning between 7 and 7:30 which students may utilize.

Northwestern Middle School

No student arrivals before 7:00 a.m. Students arriving by vehicle should enter at entrance #16 (North lobby by gymnasium). All students should take their coat/jacket to their locker. Students wishing to grab breakfast should do so and then report to homeroom. Students must be in their homeroom at 7:27 when the bell rings to begin school.

School dismisses at 2:20 p.m. Parents should make arrangements with their child to meet them in the parking lot if they choose to pick them up after dismissal.

Northwestern Elementary School

****Between the hours of 8:00AM and 4:00 PM no cars are allowed on the blacktop in front of the school. This area is for bus drop off and pick up only. The area will be gated closed during the school day to ensure the safety of our students when they go out for recess. Thank you in advance for your understanding of our commitment to the safety of the students.**

****Students should arrive to school between 8:25 - 8:45 AM. They need to be in their homerooms by 8:50 AM or they will be marked as tardy and sent to the office to sign in. If a student arrives after 8:50 a parent should accompany the student into the building to sign them in.**

****The official end of the school day is 3:30 PM.**

The afternoon procedures are as follows:

3:25 PM Afternoon Announcements

3:25 PM Students being picked up are called to the Multi Purpose room to meet with their parents.

3:25 PM Students walking or going to the YMCA are dismissed.

3:30 Students are dismissed to their buses.

****If a parent needs to change a pick-up or drop off destination, or a parent will be picking up a student at the end of the day, we ask that a written note is submitted to the office. Phone requests will be honored but we ask that parents phone in before noon so that there is less confusion at the already hectic dismissal time.**

****When a child is absent from school for any part of the day a written excuse must be presented to their homeroom teacher or the office within 5 days of the absence.**

****Feel free to call us if there are any questions or concerns:**

The phone number is: 814-756-9400 (Kathy * 2264) (Stephanie * 2265)

The fax number is: 814-756-9466

The bus garage number is: 814-756-3308

Springfield Elementary School

Drop off:

Students should be dropped off between 8:25 and 8:45. Students need to be in their homerooms by 8:45 or they will be marked tardy for the day. >For safety purposes, students must not be dropped off in the morning before 8:25, as there is no supervision prior to this time.

Dismissal:

Dismissal begins at 3:25, so we would appreciate everyone arriving a few minutes before this time to sign out your child. It is difficult to hear names called when children are moving through the hallways. If your work schedule does not allow you to pick up your child by 3:25, please make arrangements with a sitter. Please be sure to wait until dismissal to pick up your child unless they have an appointment, as school is still in session until then.