

BUILDING HOURS

Elementary students should not arrive **before 7:30 a.m.** and the afternoon Jr. K children should not arrive **before 12:00**. Middle School and High School students should not be in the building before **7:30 a.m.** or after 3:45 p.m. unless under the direct supervision of a teacher. In order to cut down on excessive traffic in the buildings, the following additional procedures apply:

- A. Custodians will lock all outside doors at 4:30 p.m. on nights when there are no activities.
- B. All sponsors of activities will remain in the building until students have gone. If necessary, students may wait in the area just inside the front doors and the custodian should be notified to lock the inner doors.
- C. The advisors of any non-athletic activity held after 6:15 will notify the night custodian (or request that he/she be notified) as to when the doors should be unlocked and locked.