



## KIPP King Collegiate High School Campus Supervision Procedures

**KIPP King Collegiate High School** is open daily for students and parents from **8:00 am-4:30 pm** each day with the exception of Thursday when the office closes at **3:20 pm**. Teachers and staff will have access to the main office and individual classrooms before and after school hours for individual work time. Staff is available to meet with parents before and after school hours with an appointment.

Students can be dropped off at **KIPP King Collegiate High School** beginning at **8:00 am**. Students arriving before **8:00 am** or **leaving after 4:30 pm** (or the end of a designated sports practice) on Mondays, Tuesdays, Wednesdays, and Fridays or after **3:20 pm** on Wednesdays will not be supervised. School begins at **8:30 am** everyday. If a student is not in his or her seat by **8:40 am** then he or she would need to go to the front office to get a tardy slip. Students must be dropped off in our driveway off of **Via Barrett**. Before class starts, students may wait on campus in the courtyard or in a classroom with adult supervision.

Dismissal occurs at **3:50 pm** on Monday, Tuesday, and Wednesday, **3:05 pm** on Thursday, and Friday. Students are dismissed through the gate on **Via Barrett**. Parents picking up students should use the loading zone on **Via Barrett** to pick up their students. It is important for traffic to keep moving.

Sometimes students may need to stay after school from **3:50 pm to 4:45 pm** for **Clubs/Sports, or After School Reflection**. If this is the case, students are responsible for informing parents that they will be dismissed at **4:45 pm**.

Students who stay after school must remain on school grounds at all times and follow all school rules. **If a student chooses to leave campus at any time, s/he will lose privileges of staying after school.** Because there are many after school activities, it is the student's responsibility to inform his/her parents of where s/he will be during this time.

Students will only be released to a parent or other adult designated in writing by their parent or guardian. Parents and other designated adults are encouraged to pick students up promptly. Students who are not picked up by their designated time will be directed to the Main Office while parents or guardians are contacted. Supervision will be provided by adults who have submitted clear criminal background checks. Visitors will be required to sign the Visitor Log with their full names and note the time of their arrival and sign out upon their departure. All visitors will wear a visitor tag during their time on campus.