

## After School Procedures/Late Bus Overflow Pass Distribution

- Students must be in a supervised area by the 2:50 bell
- At 2:50 the athletic gate is dropped and outside doors are locked
- Any students in the hall at 2:50 are expected to wait at the front for their ride
- TUTORIAL PROCEDURE
  - Teacher(s) must be present for tutorial time
  - Teacher will issue student OVERFLOW pass at the completion of tutorial and put their departure TIME (very IMPORTANT). Students will not be allowed in the OVERFLOW Room after 4:20. Teachers will need to walk students to the cafeteria to get a late bus pass and take part in the after school meal if they choose to eat.
  - One student per pass please
  - Student will move to OVERFLOW from Tutorials to room 2405 and 2407 within 6 minutes
  - Student will sign in with teacher in overflow room (no more than 6 minute time lapse)
  - Bell rings at 4:20 and all students will receive LATE BUS PASS from overflow teacher/sponsor/coach in the cafeteria.

Extra-curricular YEAR ROUND activities can issue late bus passes directly... See AP office for PASSES.

- Sponsors are responsible for seeing that their students leave the building or report to a designated supervised activity.

## Overflow and D-hall Information

**ROOMS 2405-2407 Overflow**

**ROOM 1563 D-hall**

### Student Schedule for Overflow

- 2:50-4:20
- Monday-Thursday

### Student Schedule for D-hall

- 2:45-4:20
- Monday & Wednesday only