



dodea americas

Maxwell AFB Elementary Middle School

800 Magnolia Boulevard
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SCHOOL HOURS 2019-2020

Pre-K: A.M session 8:10 a.m.-10:30 a.m.
P.M. session 1:00 p.m. – 3:20 p.m. (Wednesday session is 11:45-2:05p.m.)
K-8: 8:10 a.m.-3:20 p.m. (Wednesday early release time is 2:05 p.m.)

ARRIVAL PROCEDURES

Students are encouraged to arrive to school by 8:00 a.m. Doors will open at 8:05 a.m. No student should arrive to school earlier than 7:55 a.m.

BUS RIDERS: All bus riders will quietly enter through the doors of the MS hallway.

CAR RIDERS: All car riders will be dropped off by and enter through the doors near the overhang on Magnolia Blvd.

WALKERS/BIKE RIDERS: Bikes are to be parked at the bike racks. All walkers and bikers must use the covered walkway. All students will quietly enter through the doors of the MS hallway.

ALL STUDENTS: Upon entering the building in the morning, students in grades K-8 will report directly to their assigned classroom. **Pre-School** students will be met at the front of the building or by the bus drop-off, by the classroom aide or the teacher.

*During the first two weeks of school, PK and Kinder students will enter the building and go into the auditorium. Their teachers will be waiting for them to teach them the routine.

DISMISSAL PROCEDURES

Pre-K (both sessions): Bus riders/walkers will be walked to the bus pick up area through the middle school hallway. Walkers must be accompanied by an adult, if under six years old, per base regulation. Car riders will be brought by the teacher/aide to the overhang on Magnolia Road for pick-up.

Kindergarten: Bus riders, walkers and bikers will be walked to the bus pick up area, through the middle school hallway, by the teacher/aide five minutes before dismissal. Car riders will be brought by the teacher/aide to the overhang on Magnolia Road for pick-up. Walkers/bikers must be accompanied by an adult, if under six years old, per base regulation. Aides will stay to help with dismissal until 3:30 p.m. After 3:30 p.m., any remaining students will be brought to the front desk so that parents can be notified.

Grades 1-5: Teachers in grades 1-5 will ensure that bus riders/walker/bikers depart the building through the door at the end of the middle school hallway and that car riders exit near the overhang on Magnolia.

Grades 6-8: Middle school car riders (grades 6-8) will report to the overhang on Magnolia. Bus riders/walker/bikers will depart the building through the door at the end of the middle school hallway. They will proceed to the bus pick-up area or walk/bike home.

Parents of car riders- Have a visible paper out with your child's name and grade to help facilitate dismissal. Thank you!

**Subject to change based on construction*