



North Fort Myers Academy for the Arts

“Academics and Arts for life long learning in a safe and caring environment.”

Outstanding Arts School-Art School Network

Arts Achieve Model School

August 23, 2019

Dear Parent/Guardian:

We have a few reminders that we would like to share with you about parent drop off & pickup, dismissal, tardiness and transportation changes.

In the morning, when dropping students off, please follow the driveway and drive around the loop at the far side of the building. **ALL students** are to be dropped off starting in front of the main office covered sidewalk all the way down to the courtyard covered sidewalk. Staff will help the students by opening car doors and ensuring that students safely walk down to the courtyard to enter the building before the bell rings at 7:55AM. Please do not park in the parking lot and walk your students across, unless you're are going to the office.

During afternoon parent pick-up, to ensure the safety of our students, we wanted to remind parents to wait in the parent pick-up line and **have a sign with your student's name and grade on your mirror until your student is in your car**. If you need additional signs, send a note to your child's teacher requesting more signs. Please remind your students to listen for their name when it is called and go to the spot directed by the staff. **Students will not be released to parents from the outside pavilion waiting area**. Parents who try to get their student without a sign will be directed to wait off to the left side of the driveway for an ID check then you will receive your student. Dismissal starts at 2:10, students are expected to be picked up by 2:30.

To ensure the safety of our students, all dismissal changes (bus, PPU, daycare, etc...) are to be made in writing. Requests made over the phone will no longer be accepted. Parents/guardians must send an email or FAX (239-997-6762) a signed note for changes in dismissal procedures to the main office prior to 1:00p.m. No changes will be accepted after 1:30p.m.

According to School Board Policy 4.16 any time missed from classroom assigned time will be considered a tardy. These would include early dismissal as well as arriving late. All tardies will follow the same excuse process as absences. Any tardy without proper documentation will be considered unexcused and six (6) accumulated tardies will be recorded as an unexcused absence.

According to School Board Policy 4.16 no student shall be released within the final 30 minutes of the school day which means no students will be released after 1:40 pm. If you must pick up your child for an appointment it must be before 1:40 pm. All early dismissal requests must be in writing and turned into the office that morning. In case of an emergency, you must speak with an Administrator and they will determine if the emergency warrants the student to be dismissed before 2:10.

All these procedures have been put in place for the safety and welfare of the students. Please be aware and plan accordingly.

Thank you,
NFMAA Administration