

**The Albany Academies
2010-2011
Middle School
Dismissal Policy**

The security of our students is a priority at The Albany Academies. Students travel home from school in one of two ways: district bus transportation or car pick-up from a parent or guardian. We do have a handful of students who use city bus transportation. If this is the case for your child, we ask that you make arrangements with the Division Director prior to the start of school.

Students traveling by bus are asked to wait at the end of the day at the designated locations – the Foyer on the AAG campus and Caird Chapel on the AA campus. Girls will only be dismissed from the Foyer and boys will only be dismissed from Caird Chapel. Students must check out with the faculty on duty at their designated location.

Students traveling by car are asked to wait in the designated area on each campus – the Main Lobby on the AAG campus and the Standish Pool Lobby on the AA campus. Students must sign out with the faculty on duty. Students are not allowed to leave campus without signing out with a faculty member first.

Students who are leaving school early must bring in a note indicating their intentions and present the note to their advisor. They will fill out a “Blue Sheet” and have it signed by the Division Director. We encourage them to make arrangements with their teachers and communicate with them when they will be dismissed early. Every attempt will be made to have assignments sent home with the student.

On the rare occasion when an unexpected situation requires a last minute change in the dismissal plan, calls should be directed to the Front Desk on the AAG campus or the Main Office on the AAG campus. We will do our best to get the message to the student and their teachers.

These procedures are important and are designed to keep all of our students safe. We ask that you help in our efforts and follow the guidelines listed above.