

Approved: December 13, 2006

OGDEN PREPARATORY ACADEMY Dismissal Procedures

Dismissal procedures are important for staff and students. Teachers attend weekly staff meetings and prepare for the next school day. Students are ready to go home after an intensive, productive day of study. For these reasons, it is imperative to pick up your student in a timely manner at the end of the day.

To ensure that all parents are aware of the expectations for dismissal, the following policy was approved by the OPA Board of Directors and will be implemented as of January 2, 2007.

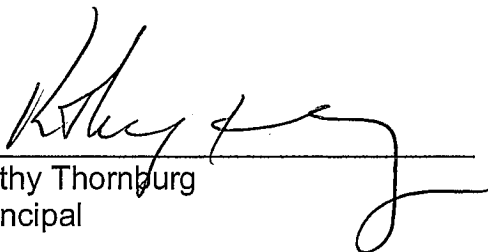
- Students must be picked up no later than 30 minutes after dismissal time.

Dismissal Times:

AM Kindergarten	11:30 a.m. (if staying for lunch, 12:00 p.m.)
PM Kindergarten	3:00 p.m.
OPA	3:00 p.m.
MOPA	3:10 p.m.

- A record will be kept of students left at school for more than 30 minutes after dismissal time.
- After the third occurrence, an evaluation will be made regarding further action. The administration will then determine whether or not the Department of Family and Child Services will be contacted.

Thank you for your cooperation.


Kathy Thornburg
Principal


Robert Mitchell
Vice-Principal