



Avenue City Elementary School

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Cosby, Missouri 64436

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Superintendent Don Lawrence

Principal Becky Grimes

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Date: August 14, 2015

To: Parents

School dismisses at 3:08 PM.

Please see the attached map of the parking lot. If you are picking up your children at scheduled dismissal time this is the procedure to follow.

**BECAUSE OF SAFETY CONCERNS:
USE THE EAST DRIVE TO ENTER AT ALL TIMES!**

If you need to sign your child out for an appointment, please sign them out and leave the parking lot before 3:05. Reminder – any time your child leaves school between the hours of 8:20 AM and 3:08 PM attendance time is deducted.

Dismissal: The dismissal procedure must be followed for the safety of all students. The bell will ring at 3:08 PM. At that time car riders will be dismissed to the south doors by the office and bus riders will be dismissed to the west doors of the Commons Area. **If you child is to go anywhere other than their regular destination, you must send a note stating the appropriate destination. Your child will be sent to their regular destination unless we have a note from you stating otherwise.** We will not hold busses or make phone calls to inquire about a student's destination. Please do not wait and call school at dismissal time and ask us to hold your child at school or ask that we tell them to go to a different destination. The office and classrooms become very busy at the end of the day. It is sometimes impossible to get a message to your child and waiting to inform your child of their destination often leads to added confusion for your child as well as staff members.

Parents who are picking up their students must form a line with their cars pointing from West to East directly parallel to the front side walk. If your car is not in the appropriate line, your student will be held in the building until the parking lot is clear of busses and other moving vehicles.

Safety and security of all ACES children is always a priority!

Thank you for your cooperation,

