

# **Banyan Elementary**

## **Morning Arrival Procedure**

**SCHOOL HOURS: 7:50 a.m. – 1:50 p.m.**

*Morning timeline:*

7:10 a.m. - **Breakfast in Cafeteria** – Only students eating breakfast will be admitted into the cafeteria. They are required to remain in the cafeteria until the first bell rings at 7:35 a.m. and wait to be escorted to their classrooms by staff and/or safety patrols.

7:20 a.m. - **School Doors Open** – Students may enter through the following entry point: front hallway (*i.e., the left side of the front office only*) and west side cafeteria door. Students will wait in a seated line outside of their classroom if they are not eating breakfast.

7:35 a.m. - **First Bell Rings**

7:45 a.m. - **Second Bell Rings** (*Warning Bell*)

**Teachers will open classroom doors. Students may enter their classroom.**

7:50 a.m. - **Third Bell Rings** (*Tardy Bell/Class begins*)