

Assawompset Elementary School

Late Drop off - Early Dismissal Procedure

Office Hours: 8:00am – 4:30pm

School Hours: 9:10am – 3:15pm

Tardiness (*after 9:15am*)

Student must be accompanied by a parent and must sign in at the office.

Half Day dismissal time is 12:15 (these dates are currently posted on the website)

Early dismissal:

Pre-Planned dismissals: require a written note from the Parent/Guardian be submitted to the AES office. The note must include the student's full name, reason for dismissal; date and time. At the time of dismissal the Parent/Guardian must come to the office and sign the student out.

If unplanned: the Parent or Guardian must sign the student out at the AES Office

After School Program: Director- Lisa Pacheco 508-923-2000 ext. 1730. Once your child is signed up for the program, please inform your child's teacher of the bussing change.

Bus Transfers: Only permanent bus transfers are allowed.

All bus transfers must be approved by the Superintendent of Schools and the bus company by submitting a **Bus Transportation Change Request** form.

Durham School Services 508-763-9260

Information Changes: Please remember to call the school with any phone, cell phone, email or address changes.