



# Martha Ellen Stilwell School of the Arts

2580 Mt. Zion Parkway • Jonesboro, Georgia 30236 (770) 472-2838

**Dr. Michael H. Robinson**  
*Principal*

**Tomeka Crum**  
*Assistant Principal*

**Tanya Kirk**  
*Assistant Principal*

**Barbara Stanfield**  
*Head Counselor*

October 31, 2017

Dear Parents/Guardians:

Providing a safe and secure environment for our students is of the utmost importance to us at Stilwell School of the Arts. I am writing to remind you of our school arrival and dismissal time policy. Stilwell's school hours are from 8:50 a.m. to 4:00 p.m. daily, with the exception of early release days when school dismisses at 2:50p.m. Students may arrive on campus as early as 8:15 a.m. when there will be direct supervision provided. Hence, we highly recommend that students do not arrive to school before 8:15am as adequate staff will not be present at work during this time.

During dismissal time, all students are to report to their bus or to the front of the building as a car rider. The only exception to this rule is for those students who are staying after school to participate in a Stilwell School of the Arts sanctioned activity. In this case, the students will be under the direct supervision of a teacher or club sponsor. Once the afterschool activity has been completed, they should be picked up immediately. There will be no supervision provided on campus after 4:30p.m.

No student will be allowed to loiter on campus after dismissal. "Loitering" is defined as any student who remains on campus unsupervised 30 minutes after dismissal time. Students found loitering on campus will be subject to disciplinary action. Your support to assist us in providing a safe environment is essential to our success as a school.

Again, the safety of all our students is my utmost priority. I thank you in advance for your support on this matter.

If you have any questions, please feel free to contact me directly at 770-472-2838 or [michael.robinson@clayton.k12.ga.us](mailto:michael.robinson@clayton.k12.ga.us).

Sincerely,

Michael H. Robinson, Ed.D.  
Principal

*Yes, we are the Stilwell Stallions - spirited, highly valued, competitive and brimming with style and grace!*