

## **SCHOOL SAFETY AND DISMISSAL PROCEDURES**

### **ARRIVAL PROCEDURES**

Students should be dropped off at the first door at the rear of the building in the morning and proceed directly to the cafeteria. **No students will be admitted in the building prior to 8:40.** Please remember that all of our procedures are related to a district-wide emphasis on the safety and security of our children. We ask that parents do not accompany their child into the building in the morning. **No one is allowed anywhere in the school building without signing into the office first and wearing a visitor badge.** (This is a district policy.) **This includes taking your child to the cafeteria in the morning and walking your child to their classroom.** Anyone seen without a badge will be asked to immediately return to the school office. **THIS IS FOR THE SAFETY OF ALL OUR CHILDREN AND WILL BE STRICTLY ENFORCED.**

### **DISMISSAL PROCEDURES**

- ◇ **Dismissal times are from 3:25 – 3:40.**
- ◇ **NO CHILDREN MAY BE PICKED UP IN THE OFFICE BY PARENTS BETWEEN 3:10 - 3:40.** This is an extremely critical time for our office staff to be free of distractions like checkouts to handle inquiries from bus, car and walker attendants on duty. She must be able to take care of emergencies immediately during the actual dismissal time. **The only exceptions to this time frame are:**
  - **Parent called to say that someone different would be picking up their child and that person does not have a car sign. Bring ID with you.**
  - **Parent was called for sick child pick-up.**
  - **Volunteers who worked up to time of dismissal.**
- ◇ **If you need to check a child out early for a doctor's appointment, it must be done before 3:10. Prior arrangements must be made with the teacher or office for early dismissals.**
- ◇ **If, at any time there is a change in how your children will go home, please send a note to the teacher. The teacher will then send it to the office. If need be, you may call the office before 2:40.**

**WITHOUT A NOTE OR CALL, WE WILL SEND YOUR CHILD HOME THE USUAL WAY.**

- ◇ **Transportation changes** must be made at least 30 minutes prior to dismissal.
- ◇ Parents are **never allowed in the bus loop** to pick up their children. They must use the car loop using their car sign.
- ◇ **Parents must remain in their car at all times in the car loop.**
- ◇ **No one is to park in the front parking lot to get walkers.** If you are driving a car, then you are expected to use the car loop.
- ◇ **Begley Street will be one-way traffic only from 3:25 – 3:40. Buses are the only exception!**

**WE CANNOT RELEASE CHILDREN IN CARS IF THE ORIGINAL SIGN ISSUED TO YOU IS NOT DISPLAYED ON YOUR PASSENGER SIDE VISOR!**

### **RAINY DAY PLANS FOR WALKERS**

- ◇ **If your child is a walker and you will be planning on picking them up on rainy/snowy days please send a note to the office requesting a car sign.**

**We greatly appreciate your cooperation in helping to keep all of our children safe.**