

## 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 into the building prior to 8:40 unless they are eating breakfast here.** Students eating breakfast here may enter through the front door starting at 8:30. All students arriving after 8:40 should be dropped off in the rear of the building. 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 time begins at 3:20 PM. Please be on time to pick up your child.**
  - ◇ **NO CHILDREN MAY BE PICKED UP IN THE OFFICE BY PARENTS BETWEEN 3:00 - 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 was called for sick child pick-up.
    - Volunteers who worked up to the time of dismissal.
  - ◇ **If you need to check a child out early for a doctor's appointment or any other reason, it must be done before 3:00. 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. In an emergency, you may call the office before 2:50 PM.**
- WITHOUT A NOTE OR CALL, WE WILL SEND YOUR CHILD HOME THE USUAL WAY.**
- ◇ Parents are **never allowed in the bus loop** to pick up their children. They must use the car loop using their car sign. If you do not have your car sign with you, please bring your I.D.
  - ◇ **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.
  - ◇ **Transportation changes** must be made at least 30 minutes prior to dismissal.

### 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.**

### BEGLEY STREET

- ◇ **Nobody should be parking on Begley St. or in driveways during arrival or dismissal to drop off or pick up walkers. Cars turning around in driveways and the lack of crosswalks make this unsafe.**

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