



ARRIVAL AND DISMISSAL PROCEDURES



To ensure the health and safety of all students, employees, and their families, the following arrival and dismissal procedures are being implemented. It is very **IMPORTANT** to **COMMUNICATE** and **REVIEW** the dismissal plan with your child. Please ensure you communicate your child's dismissal plan with his/her teacher.

MORNING ARRIVAL DROP-OFF:

The carpool lane is located on NW 3rd Terrace and must be utilized for students in Pre-K-Fifth grade being dropped off by a car. **NO PEDESTRIAN TRAFFIC IS PERMITTED IN THE CARPOOL LANE.** NO line cutting, please wait patiently in the line.

The Arrival Gate (Green Gate) will open daily at 7:45 a.m. when supervision begins. As students enter the building, students will eat in the cafeteria if they choose to eat breakfast. Students will then report to their designated hubs as follows:

Hub #1 - Cafeteria - PK

Hub #2 – Primary Building (Outside Classroom)- Grades K and 1

Hub #3 - Media Center (South Side) - Grade 2

Hub #4 - Media Center (North Side) - Grade 3

Hub #5 - PE Shelter - Grades 4/5

Hub #6 - Cafeteria - IND Units (Various Grade Levels)

All Hubs will be report to their Hubs after eating breakfast and will be supervised.

Students arriving after 8:45 am must use the Main Entrance Gate (NW 6th Avenue).

Parents will remain outside during morning arrival and will be encouraged not to gather outside of their vehicles. Parents will be asked to adhere to the established campus opening times and not to drop off students prior to then.

AFTERNOON DISMISSAL PICK-UP:

The carpool lane for students in PreK-first grade being picked-up by car is located on NW 5th Street.

The carpool lane for students in second and third grade being picked-up by car is located on NW 3rd Terrace.

The carpool lane for students in fourth and fifth grade being picked-up by car is located on NW 7th Avenue.

NO PEDESTRIAN TRAFFIC IS PERMITTED IN THE CARPOOL LANES. NO line cutting, please wait patiently in the line. Drive all the way up so that you are directly behind the car in front of you. Display the colored printed dismissal sign with your child's name written in LARGE, LEGIBLE, THICK, BLACK, VISIBLE letters on the dashboard.

The following staggered dismissal schedule by grade level will be implemented:

1:50 Dismissal

Primary Building Egress Gate (Parent Pick-up)

PK - 1:45 pm

Grade Kindergarten - 1:50 pm

Grade 1 - 1:50 pm

3:05 Dismissal

Green Gate (Parent Pick-up)

Grade 2 - 3:00 pm

Grade 3 - 3:05 pm

Building 10 Egress Gate (Parent Pick-up)

Grade 4 - 3:00 pm

Grade 5 - 3:05 pm

Bus Riders (School-Board and Private)

The Main Entrance Gate (NW 6th Avenue) has been designated as the drop-off and pick-up zone for public and private school buses. Parents are not allowed to park in this designated area during the scheduled bus drop-off and pick-up times.

For both dismissals, all bus riders will dismiss from the cafeteria from their assigned tables.

On Wednesday, all students will in grades PK – 5th Grade will dismiss at 1:50 pm.

Staff will be assigned to supervise students at each dismissal to ensure school and District safety protocols and guidelines are being adhered to.

WALKERS:

AM- If you are walking to school to drop off your child, please use the Green Gate (NW 3rd Terrace). The gate will remain open until 8:45 am. Students arriving after 8:45 am must use the Main Entrance Gate (NW 6th Avenue).

PM- If you are walking to school to pick-up your child, please use the PE field's double vehicle gates (NW 5th Street). Parents and students that try to access this area other than as a walker, will be REDIRECTED to use the correct dismissal area.

All walkers will dismiss through the PE field's double vehicle gates. All walkers will be released according to the established staggered dismissal schedule.

On Wednesdays, older siblings will pick-up their younger sibling(s) from his/her designated dismissal area and dismiss through the PE field's double vehicle gates.

STAFF & FACULTY PARKING LOTS:

All parking lots are OFF LIMITS to parents. This is for staff parking ONLY! "Sneaking in" to drop off your child prevents teachers from being available to receive children in class on time. Additionally, having your child walk through the parking lot jeopardizes your child's safety. Please refrain from using all parking lots.

THANK YOU FOR YOUR PATIENCE AND COOPERATION!

