



# Lindsey Elementary's Dismissal Plan for Parents

2017-2018

In order to maintain a safe and secure environment for our students and staff, parents and visitors should always enter the building through the front doors and report to the front office to sign in upon entering the school to obtain a visitor's pass.

## ARRIVAL

Students may enter the building at 7:45 am. No one is available to supervise students before this time. **Students may not be dropped off to wait until the doors open at 7:45 am.** If a student is consistently dropped off before 7:45 am and left unsupervised, the parent/guardian will be reported to the appropriate authorities (BOE Policy JGGA).

All car riders and walkers will enter the front of the building. Parents will use the circle driveway in front of the school to drop off car riders. Bus riders and day care riders, will enter the school from the side door near the cafeteria. After the first week of school, we encourage parents to allow their children to walk to their classroom on their own. We have staff members on duty in the hallways to make sure students arrive to class safely.

Breakfast is served between 7:45 am and 8:20 am every day. All students will report to the cafeteria when they arrive each morning. At 8:00 am, all students who have finished eating breakfast will be dismissed to their classrooms. All K-5<sup>th</sup> grade walkers and car riders who arrive after 8:20 am will receive a bag breakfast to ensure they arrive to class on time to begin their instructional day. **Pre-K students will report directly to their classroom upon arrival and will eat breakfast at 8:20 am.**

Please be courteous to others during arrival:

- All car riders should be dropped off in the car rider circle. No student should be dropped off at the street. This is for your child's safety.
- Park only in designated parking spaces. Do not park in the car rider drop off circle.
- If at all possible, students should sit by a door that opens on the passenger side. Students are put in dangerous situations when they must cross between cars. Please watch for students who exit cars on the driver side.

Morning announcements begin at approximately 8:25 am, and the instructional day begins promptly at 8:30 am. Students who arrive after the 8:30 am bell **must be signed in by an adult** and will receive a tardy slip to take to their teacher.

# DISMISSAL

Morning arrival and afternoon dismissal are the busiest times of the day. We ask that you follow all procedures to make sure our students are SAFE at all times.

Safety in our teaching and learning environment is our number one priority; therefore, parents/guardians should request early dismissal of a student no later than 3:00 PM. Students may be dismissed to their parent or guardians from 3:00-3:25 in the cases of an emergencies or extreme circumstances only. **No students will be dismissed early to other parties without written permission or phone contact from the parent/guardian.**

If there are any changes in the way your child is to travel home, please send a note to the teacher or call the school before 2:45 pm. Please include a contact number and a signature on the note. Also, include the legal name (not nickname) of anyone that you may have your child leave with other than you. If written notification of changes or parent communication by phone are not received, your child will go home in his/her usual manner. The office staff will request to see picture ID for all persons picking up a student including the parents.

Students must be picked up from campus by 4:00 pm. If students are repeatedly left on campus after 4:00 pm, the parent/guardian will be reported to the appropriate authorities (BOE Policy JGGA).

## Car Riders

Afternoon dismissal begins at 3:30 pm. **CAR RIDERS ONLY** may be picked up from the parking lot near **Frances Street**. Cars will enter the parking lot at the entrance closest to the corner of **Frances and Tabor**. Please follow the procedures below for car riders:

- Upon arrival, display the “**GREEN**” pick up card in the front window dash. This will help the dismissal process run smoothly. Please make sure everyone who is allowed to pick up your child has a “**GREEN**” pick up card. Individuals who do not have a green card will be sent to the front office where office staff will check to see if they are on the pickup list and will ask for picture ID.
- Students must be **picked up** at the car rider ramp **by 3:45 pm**. After 3:45 pm, all students must be picked up at the front office by **4:00 pm**.
- **In the interest of safety, please remain in your car. Staff members will assist your child to your car.**
- **The car rider pick-up line will be single file. Please refrain from leaving the line to cut to the front of the line. We want to be courteous.**

## Walkers

We will begin dismissal for K through 5<sup>th</sup> grade students at 3:30 pm, they will exit the building through the door designated for their street. **Cox Street** walkers will exit the building through the gate adjacent to the portables next to the gymnasium. **Frances Street** walkers will exit the building through the gate adjacent to Frances Street. **Ward Street** walkers will exit the building through the front door of the school building. **Carroll Street** walkers will exit the building through the side door of the cafeteria.

All students will be escorted to their assigned street by several staff members. Parents/guardians may meet their child at their assigned street. For safety purposes; under no circumstances will a student be allowed to leave the school grounds with anyone who does not sign them out for early dismissal or pick them up from the car rider ramp. **No exceptions.**

## **Order of Daily Dismissal**

**3:28 PM:** Announcements

**3:30 PM:** Car riders

**3:30 PM:** Day Care

**3:32 PM:** Carrol Street

**3:33 PM:** Francis Street

**3:34 PM:** Cox Street

**3:35 PM:** Ward Street

**3:36 PM:** Gold Bus

**3:46 PM:** Blue Bus