



Student Arrival and Dismissal Procedures

Arrival and Dismissal—Bus Transported Students

Student arrival

- Buses will be unloaded two students at a time and from the same bus cohort.
- Students will enter the building using the side student entrance.
- Students will be escorted to their assigned classroom.

Student dismissal

- Students will be dismissed as their assigned bus arrives.
- Students will exit the building using the side student entrance.
- Students will be escorted to their assigned buses.

Student Drop-off and Pick-up Procedures for Parent Transporters

Families must provide transportation for our general education and universal pre-kindergarten students.

Safety and security in our school are paramount.

To minimize the confusion and congestion that can occur during arrival and dismissal time, thereby increasing safety and security, the following procedures are followed. All parents/caregivers wait in the area outside the bus entrance with children during morning arrival between 8:20-8:40 a.m. Designated staff wearing identifying badges will come to greet and collect children two or three at a time and deliver them safely to their classrooms. A similar procedure will occur for dismissal at 1:20 p.m. Classroom staff will deliver children to the bus entrance and wait until parents/caregivers arrive for pick-up.

If someone other than your child's regular transporter will be picking your child up from school on a given day, this person should check in at the front office to verify their name is listed as someone to whom we may release your child. They will need to have a driver's license with them for identification.

For entrance to the building at other times during the school day, please report to the main entrance. Front office personnel will escort all visitors to their destination.

We trust you understand the need for security protocols and internal controls to ensure everyone's safety.

Student arrivals

- Staggered arrival time:
 - **8:20am: Classrooms 1-4**
 - **8:30am: Classrooms 5-8**
 - **8:40am: Classrooms 9-11**
- Parents/guardians will park in the designated location along the front of the building.
- All students will enter through the side student entrance (this is the door near the playground)

Student dismissal (parent pickup)

- Staggered dismissal time will be as follows:
 - **1:20pm: Classrooms 1-4**
 - **1:30pm: Classrooms 5-8**
 - **1:40am: Classrooms 9-11**
- Students will be dismissed according to the assigned classroom dismissal time.
- All students will enter through the side student entrance (this is the door near the playground)

Late Arrivals and Early Dismissals

Student arrival after 8:45 am

The process for students arriving **after** 8:45 am will include the following:

- The person dropping off the student will report to the front entrance and ring the doorbell to speak with the front office staff.
- An escort will be notified and will report to the lobby to escort the student to their classroom.

Early student dismissal

The process below will be followed for students being picked up **before** their regular dismissal time.

- The person picking up the student should report to the front entrance and ring the doorbell to speak with the front office staff. A sign is posted above the doorbell.
- Front office staff will communicate with the individual via speaker and ask for the following information:
 - Student name
 - Student classroom
 - Name of person picking up the student
- The front office staff will confirm the name provided is listed on the student pick-up form and then contact the classroom for student dismissal.
- All students will be signed out on the daily student arrival and dismissal sheet by the front office staff.