

## **ARRIVAL AND DISMISSAL**

Getting children to and from school safely and in a timely manner is of utmost importance to school personnel as well as parents. This daily task can only be accomplished with strict adherence to the following procedures.

### **ARRIVAL PROCEDURES**

- School starts at 8:45 a.m.
- Students may arrive at 8:15 a.m. (*no adult supervision prior to this time*).
- Students enter classrooms at 8:40 a.m.
- Champions Extended Day begins at 7:00 a.m. (fee based)
- Students eating breakfast must report to the cafeteria after 8:15 but before 8:45a.m.

*Anyone leaving a child on campus beyond the hours of supervision is engaging in neglectful behavior and may be reported as such.*

### **DISMISSAL PROCEDURES**

- **Walkers and Bike Riders** – 3:00 p.m. (2:10Wed)
- Parents wait for students at the appropriate gate.
- Students walking home with siblings or friends also meet at the gate.
- Kindergarten students are escorted to each gate.
- A staff member will be available at each gate during dismissal.
- Parents may not wait in cars on the grass and have their children cross the road to meet them - they must meet their child at the gate.

- **Car Riders** – 3:05 p.m. (2:10 p.m. Wed.) Parents must be in a car displaying a car rider tag with the student's name and teacher's name clearly written.
- Parents who do not have a car rider tag will have to pull over, enter the office, show ID and sign the student(s) out.
- For the safety of all children, students will not be dismissed to persons who are not in a car and/or who don't have car rider tag displayed.
- Older siblings will wait with younger siblings
- K-1 will use the north car loop
- 2-5 will use the south car loop

Car rider tags are available in the school office. Please make sure we have your child's Arrival/Dismissal form which include Rainy Day Plan and the Emergency form identifying who has permission to pick up your child. Adult supervision is provide during dismissal. Periodically reviewing your list of approved people would ensure your child's safety. *Your full cooperation with our procedures is important for the safety of all students as well as to **set a good example.***

#### **RAINY DAY:**

Rainy days increase traffic at school and present special dismissal concerns. It is extremely important that you make prior arrangements with your child for rainy day dismissal and that child is frequently reminded of the plan. Identify your rainy day plan on the Arrival/Dismissal Form.

Severe weather conditions could delay the dismissal of students. In the event that your child will have to walk regardless of weather conditions, please expect that he/she may be delayed in getting home. The administration retains the right to delay dismissal of walkers until the weather is less threatening. We will follow the 30-30 rule for lightning, which means keeping students inside if the time between hearing thunder and seeing lightning is 30 seconds and if the next bolt of lightning is less than 30 seconds after that. However, students may be signed out from the front office.

**Bike Riders:** Fenced bike racks are provided as a reasonable security measure, but the school cannot be responsible for the loss or damage of bicycles. The gates are locked at the bell and opened for dismissal. Tardy students, or those who know they will be dismissed early for an appointment, should lock their bikes to the outside of the fence because we do not always have someone available to open the gate during the day. The following rules apply to all bike riders: 1) Ride in single file, one child to a bike. 2) Walk bikes on school grounds and across streets. 3) All bikes must be securely and individually locked. DO NOT SHARE LOCKS. 4) Use a backpack or basket to carry belongings. 5) Bike helmets are required and should be labeled. Failure to follow these rules can result in discipline or loss of privileges.

**Bus Riders:** These students are dismissed to the cafeteria to wait for their assigned bus to arrive.

Students who live beyond a two mile limit are transported to school by bus. The following rules apply to all bus riders: 1) Standoff roadway while waiting. 2) Be at bus stop on time, bus cannot wait. 3) Enter bus from single file line without pushing or shoving. 4) Any crossing should be done in front of the bus after the driver's signal. 5) Driver has the right to assign seating. 6) Remain seated and refrain from talking to the driver while bus is in motion.

7) Absolute silence is required when the light is on. 8) Good conduct is expected with quiet conversation allowed. 9) No eating or drinking is allowed. 10) Arms, heads, etc. must remain inside windows at all times. 11) Obey the driver and/or monitor at all times. 12) Children may only ride the bus to which they are assigned and unregistered children are not eligible to ride. Florida law provides that students who abuse the privilege of riding the bus by engaging in misconduct may be suspended from riding the bus. If such action is deemed necessary, parents will be notified and will be responsible for providing transportation during the suspension.

**Late Pick Ups: It is very important that you have a backup plan for pickup of your child in case you have an emergency situation.** If you find you are unable to be here on time, you should put your plan in motion and call us to notify your child. If your situation is a true emergency, and your back up plan falls through, we will keep your child **for as long as the office is open. (4:00 p.m.)** If we do not receive a phone call regarding a late pickup, every effort will be made to reach a parent or person responsible for picking up the child. If someone cannot be reached, law enforcement will be notified and the child's emergency information given to the responding officer.

At that time the child is considered abandoned and left in the custody of the law enforcement officer.

**Walkers:** Walking students are to leave campus quickly, use the sidewalks and crosswalks on campus and obey all patrols and crossing guards. *Students reported for playing in the streets or misbehaving between home and school are subject to discipline.* Parents who walk to school with their children are expected to follow all rules and help us clear our walkers from the campus quickly. The following rules apply to walkers:  
1) Never talk to or take rides from strangers. 2) Look both ways before crossing a street. 3) Obey all crossing guards and patrols. 4) Do not arrive on campus earlier than 30 minutes before the school day begins. 5) Meet your siblings, friends, parent(s) or person(s) picking you up at the appropriate gate.