

## ARRIVAL/DISMISSAL PROCEDURES

Student academic hours for elementary: 8:25am-2:45pm/1:45 (Wednesdays).

### ARRIVAL

ALL Students will report directly to their classroom.

ALL school entrances and hallways will have adult supervision during arrival.

Front Office opens at 7:55am (district assigned time for elementary schools).

**Car Drop-Off:** Car line begins at 7:50am. Students arriving after 8:25am are tardy and must be escorted by a parent into the front office, signed in, and receive a tardy slip. Students are expected to be in their classrooms, ready to learn at 8:25am.

#### Carline Reminders:

- **Have students ready to exit the car quickly.**
- **Pull all the way forward in the line** - Staff members are stationed along the entire sidewalk. Please pull all the way forward before stopping.
- **Drivers may not exit the car or park the car on the car line for any reason.** Staff members will be present to assist.
- **Students must exit through the passenger side.** No exceptions.
- Safety and car line flow are priorities. Do not stop the car line to let people cross in the crosswalk. A staff member will give them the "all clear" to cross when the traffic has stopped.
- If you feel your child requires your assistance, please park your car and walk your student to the school doors.
- Kindie, 1<sup>st</sup>, 2<sup>nd</sup>, & 5<sup>th</sup> grade students will enter the building through the Kindie door. 3<sup>rd</sup>, 4<sup>th</sup> and students wanting to eat breakfast, will enter through the cafeteria doors.
- ESE Multi-age Classrooms will be provided with specific details about carline from their teacher.

**Bus Riders & West Bikers/Walkers:** Families may escort students up to the school bike gates. After 8:25am, students are considered tardy and must enter through the front office to receive a tardy slip.

- Students will enter the building through the designated grade level doorways by the bus loop.

**East Bikers/Walkers:** Families may escort students up to the school bike gates. After 8:25am, students are considered tardy and must enter through the front office to receive a tardy slip.

- Kindie, 1<sup>st</sup>, 2<sup>nd</sup>, & 5<sup>th</sup> grade students will enter the building through the Kindie door. 3<sup>rd</sup>, 4<sup>th</sup> and students wanting to eat breakfast, will enter through the cafeteria doors.

Student supervision begins at 7:50am. Students will not be allowed on campus before 7:50. We want to make sure that all students are safe and supervised by adults. Thank you for your understanding.

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### DISMISSAL

Students may be dismissed as bus riders, walkers/bikers, or through the parent pick up line. **For safety reasons, any changes in transportation should be communicated to the front office no later than 2:15pm and 1:15pm on early release Wednesdays. Parents picking students up before the end of the school day, must do so before 2:15pm (1:15pm on Wednesdays).**

**Parent Pick-Up Line:** Parents enter through the middle gate and immediately turn left traveling through the parking lot. Traffic exits through the east gate. Please have your child's name and grade displayed prominently on a card or sheet of paper in the front window so that a staff member can call for them. Be sure to pull all the way forward to the end of the sidewalk in the line with the students name visible until the student is in the car. Significant delays will occur if the student's name is not displayed the entire time.

**Walker/Bikers:** Walkers and bikers will be dismissed to the east or west bike racks. Parents may meet their student at the bike rack gates.

**Bus Riders:** Bus stop information is available on the St. Johns County School District website.

**Rainy Day Dismissal:** If lightning is reported or if we are under a severe rainstorm advisory, rainy day dismissal is announced through text messaging. If lightning is reported, bikers & walkers will be held until it is safe. Crossing guards will remain on duty until students are dismissed. Bus riders will be dismissed as scheduled. The car line will also continue as scheduled but students will be called out from inside the building. Please expect delays as we dismiss students safely. We appreciate your patience.

**Safety note:** Cars should never stop at the bike racks to "quickly" pick up students, nor should cars meet students along Racetrack Road in order to avoid the car line. Parking at Dunkin Donuts or other businesses to wait for students has also caused serious safety concerns in the past and is highly discouraged.

**Help us maintain safety by avoiding phone calls and texting while driving on campus. 7/19/2022**