

Dismissal Procedures 2022-2023

NOTE: THE DISMISSAL PLAN HAS BEEN CHANGED

Early Dismissal:

- Please plan ahead and send a note to school with your child if you are picking your child up early.
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Dismissal for Grades K-3 - NEW THIS YEAR!

K-3 walkers transported by vehicle:

- Walkers/pick-up students will be dismissed between 3:25-3:35 from the **gym**.
 - K-2 students (and their siblings in grades 3 or 4) will be dismissed between 3:25-3:30. ***Siblings will be dismissed from the gym at 3:25.***
 - Grades 3-4 students will be dismissed between 3:30-3:35. It is important that we adhere to these staggered times.
- You will be given a tag at supply drop off on September 1. The tag has a number specific to your child and tells us that the student is permitted to leave with the adult. Please keep your tag with you at all times.
- **Students will not be released without your tag.** If you forget your tag, you will be asked to show photo ID and provide your student's dismissal number.
- Please display your tag in your car window. There will be staff members outside looking for tags.
- All vehicles will follow the same direction into and out of the parking lot. U-turns are not allowed.
- Stay in your car and drive to **Door #17**. Staff members outside will radio staff members inside and bring your child to you.
- Make a **right turn only** when exiting the parking lot onto Parkhurst. Do **NOT** turn left onto Parkhurst.

- If your child needs to be picked up instead of riding the bus on a particular day, please let the teacher know **in advance** and follow the process above.

K-3 walkers who will walk with a loved one (not transported by vehicle):

- There will be a sign for families picking up students in the back of the building (walker walkers) near the bike rack. Photo to follow.
- Please show your tag and inform a staff member who you are picking up.

Walkers in grades 3-4 who walk alone:

- Students in grades K-2 must be accompanied by an adult.
- Students in grades 3-4 who are allowed to walk without an adult will exit at 3:25 through door #26.
- Families will be asked to let teachers know if their student has permission to walk home alone. See walker form.

Walkers in grade 4 who are being transported by vehicle:

- 4th grade walkers are dismissed at 3:25 through door #3 (middle school side), unless they need to meet their siblings.
- ***Siblings will be dismissed from the gym at 3:25.***

Students who take the bus:

- K-2 students will be escorted to their bus.
- An announcement will be made for students in grades 3-4 that their bus has arrived.
- After the first or second week of school, all grade 3-4 students who take the bus will be permitted to walk to their bus without adult supervision. These students will be called by bus number after students in grades K-2 have boarded.