

## Dismissal Time and Procedures

1. Students are dismissed beginning at 3:00 PM. Students will be dismissed from three different locations
  - PreK, Kindergarten and 1<sup>st</sup> with older siblings from Hancock Street
  - 1<sup>st</sup> Grade to 7<sup>th</sup> will be dismissed from the front school yard on Franklin St., the rear school yard on Hancock and The teacher on duty will dismiss students who live within walking distance. No student may cross or board a vehicle outside the school yard. Please don't park on Isbel Street (including the apartment parking area) or on the school side of Franklin Street, or designated faculty parking spaces.
2. Parents who pick up their children should remain in their vehicles and proceed in line through the gate on Isbel St. (See diagram ).Please do not park and walk to the gate. Please do not cut in the car line, many parents come early to save their place in line. The lines move fast so please adhere to these procedures.
3. **All cars must have a sign displayed with the child's last name printed in dark marker on the windshield. If your child(ren) are delayed for some reason or you do not have the required sign , we will direct you to the waiting area so that dismissal will be able to continue.**
4. Walker identification tags will be issued by the principal or administration office after proper paper work has been filled out by the parent or legal guardian. A walker will receive a walker pass and it must be attached to their school bags for teachers on duty to identify and allow them to walk home. Walkers will be dismissed from the Isbel Street side school gate at 3:20 or after carpool is finished.
5. Parents are requested to observe parking regulations, to observe signs near the school, and to avoid automobile congestion.
6. Please **discontinue the use of cell phones while driving on the school grounds**. For the safety of all, no child will be placed in a car while a cell phone is in use.
7. Staff members are assigned dismissal duties. They are authorized to enforce the dismissal procedures of the school. Parents are expected to cooperate fully and respectfully with staff members. If necessary, the Gretna Police will be called to ensure the safety of all. Please observe the required law regarding car seats for your children.
8. After dismissal no student may reenter the school building without permission. If a student is to be picked up by someone other than a parent or parent's designee, a PARENT must notify the office in writing or by phone. Parents must have submitted proper **AUTHORIZATION** information of anyone who has permission to pick up their child(ren). **Please inform this person of the proper pickup procedures.**
9. Always enter the pickup line behind the last car. No one appreciates those who cut in on cars that have been waiting in line.
10. Students through Grade 5 will be placed in the back seat of the vehicle. Please observe the law regarding car seats for your children.
11. **Do not open gates to enter the yard after school hours.**

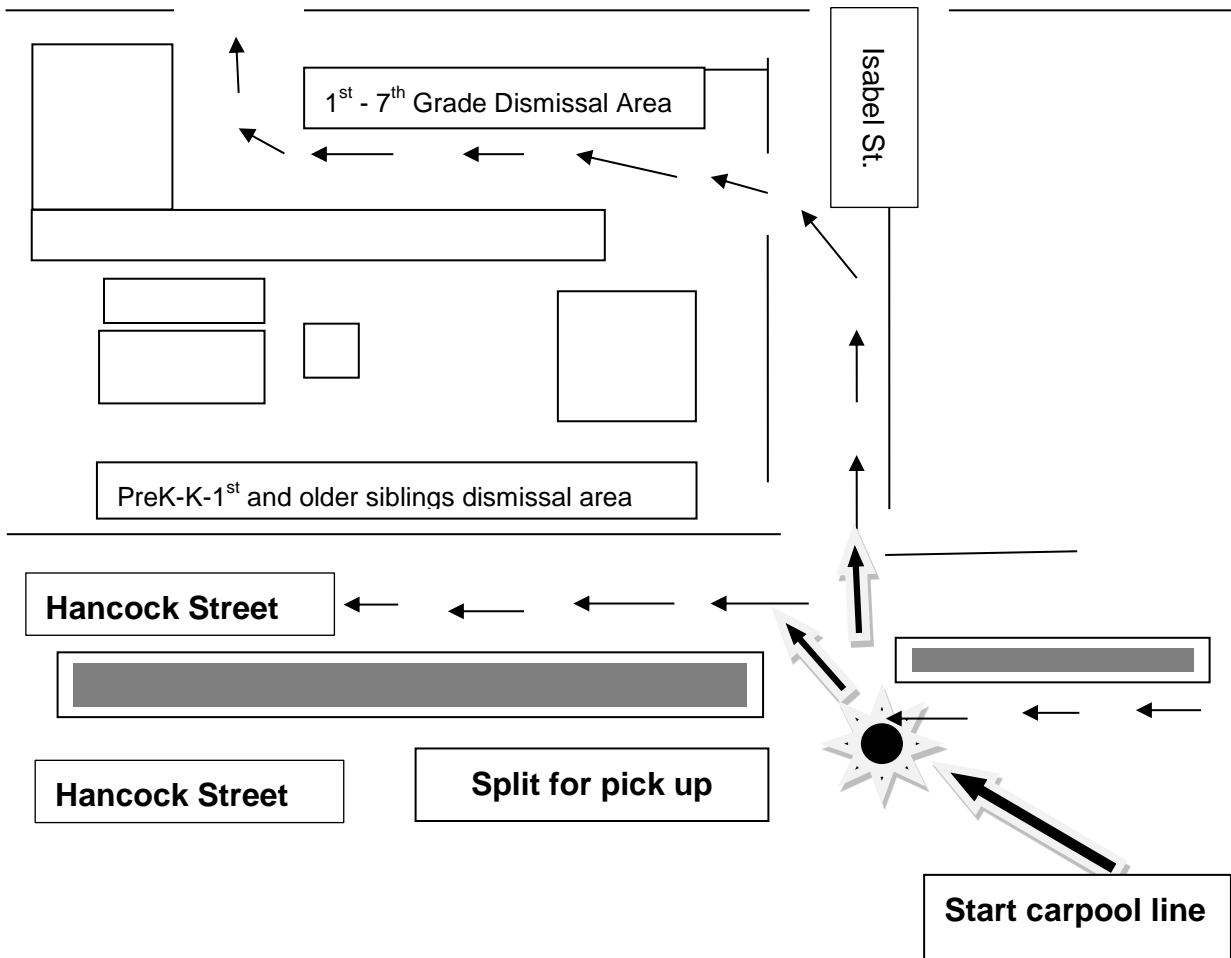
# Afternoon Dismissal Procedures

PreK - K and older siblings will be dismissed from Hancock school gates outlined in diagram.

1<sup>st</sup> - 7<sup>th</sup> Grade from the front yard as outlined in diagram.

Morning arrival in front school yard entrance.

Franklin Street





## Parents/ Guardians Responsibility For Carpool RULES

It is our policy and procedure that all designated parents/guardians who are authorized to pick up students entrusted to our care, to **ALWAYS have their child's name clearly displayed in their car window throughout dismissal.** When adults abide by these procedures it helps teachers identify the child to be called. It also protects your child and helps us enforce safe and orderly policies and procedures for our school.

Different teachers are placed on duty and don't know all parents or students to be called. This is a simple request that helps our school run efficiently and safe.

Please help us because the process goes fast and benefits all concerned.

We reserve the right to ask a parent or a guardian to leave the line while we call all identified cars with displayed required information in car window.

Children learn how to abide by school rules by the example all adults display.

We are all in this together. So help us make this a wonderful year together.