



## ARRIVAL/DISMISSAL PROCEDURES

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

Front Office hours 7:30am-3:30pm daily

### ARRIVAL

**Car Drop-Off:** Car line begins at 7:50am. Please do not allow your student to exit your vehicle prior to this time and when staff are visibly on duty. 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.
- 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.
- Students will enter the building through the doorways by the cafeteria and will report directly to their classroom.

**Bikers/Walkers:** Entry into the gates will begin at 7:50am. 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 doorways nearest their entry gates into the campus and will report directly to their classroom.

**Bus Riders:** Students will begin exiting the bus at 7:50am. 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 doorways by the bus loop and will report directly to their classroom.

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

**\*Safety note:** Cars should never stop and meet students along Russell Sampson Road to "quickly" drop off students to avoid the car line. This can cause a dangerous traffic and safety concern. Thank you for your support as student safety is our #1 priority.

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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 submitted no later than 12:00pm online. The link can be accessed on our school website by clicking on the parent tab on the home screen followed by clicking on the "Transportation Change" link. Parents picking students up before the end of the school day, must do so before 2:00pm (1:00pm on Wednesdays).

**Parent Pick-Up Line:** Parents enter through the parent pick-up gate and follow the traffic pattern. Please have your child's name and grade displayed prominently on the car tag and hang it on the rear-view mirror or place on the driver's side dashboard so that a staff member can call for them. Be sure to pull up to the designated pole number with the car tag and student's name visible until the student is in the car. Significant delays will occur if the student's name is not displayed the entire time.

**Bikers/Walkers:** Walkers and bikers will be dismissed to their appropriate bike rack and exit. Parents may meet their student outside of the exit 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 will be announced through the School Messenger System. If lightning is reported, bikers & walkers will be held until it is safe to release them. 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, support, and understanding.

**\*Safety note:** Cars should never stop and meet students along Russell Sampson Road to "quickly" pick up students to avoid the car line. This can cause a dangerous traffic and safety concern. Thank you for your support as student safety is our #1 priority.

Help us maintain safety by avoiding phone calls and texting while driving on campus. 7/21/2022