

SCHOOL-BASED DECISION MAKING

School: Stopher Elementary

Subject of Policy: Arrival/Dismissal Procedures

Policy Statement:

Daily Arrival: Students should arrive between 8:55 and 9:05 a.m. Car riders should be dropped off outside the gymnasium doors. Parents/guardians must enter Stopher property via the main entrance. They should proceed to the rear parking lot and circle around, returning back up the entrance drive and pull up along the side entrance. At 9:00 a.m., the line will be cut off and remaining cars will be redirected to the front of the building to continue dropping students. For safety reasons, students may not be dropped off in the front of the school at any other time. Cars may not park along this drive and be left unattended. All visitors must enter through the main doors and sign in at the main office. Parents may park in the school's parking area and bring their child in to the school.

Early Dismissal of Students: For the safety of each child, when it becomes essential that a student be dismissed early from his or her daily schedule, the child's parents/guardians must visit the office to notify the teacher and to have the student properly dismissed. We will not release any student to anyone other than parents/legal guardians without written permission from the parents/guardians.

Daily Dismissal:

- **Car Riders:** Students are called to the gym at the end of the school day. All car riders' parents are assigned a number and are given two numbered rearview-mirror tags. In the afternoon, cars picking up students are to line up in a single-file line in the same area used for morning drop-off. Cars may not park, and all drivers need to stay in their cars.
- **Bus Riders:** Buses are called by number and by a special, designated color. The use of colors is intended to simplify the need for students to recall their bus number. Buses are announced on the intercommunication system, and students are dismissed from classrooms for boarding at the rear entrance.
- **Walkers:** Only students living within one mile of the school and walking to their residence can be dismissed as a walker. Students will be walked to the crossing guard by a staff member. Cars may not park along Landmark Drive and pick up walkers.

Date of 1st Reading: 2/7/08

Date of 2nd Reading: 3/6/08

Date Adopted: 3/18/10

Date of Revised 1st Reading: 2/27/14

Date of Revised 2nd Reading: 3-20-14

Date Revision Adopted: 3-20-14

Signature

