

Arrival and Dismissal Procedures

It is of great importance that Longwood School be a safe place for your student. Every effort is made to supervise and protect your student during these times. However, you may help by following the drop-off and pick-up procedures listed in the handbook.

Arrival/Dismissal Information Form

Parents are asked to complete a Student Arrival and Departure Information form during the registration process. The office can be a busy and confusing place before and after school. We want to make sure that every student gets to and from school safely each school day. Having a regular meeting place for siblings and a regular routine not only ensures everyone's safety, but also makes students feel more comfortable. Please provide us with the form from the registration packet indicating travel arrangements for your child both to and from school.

Your child will be classified as a walker, bus rider, daycare van rider, or parent pick-up by car. This is important because during dismissal, students are sent to different areas in the building depending on which type of dismissal has been noted for them. Once we have established your designated travel, you must notify the office each time a permanent change is made to that routine. If the routine changes just for a day, please make the office aware of the change with a phone call by 2:45 PM that day. **NO CHANGES WILL BE MADE WITHOUT WRITTEN OR VERBAL REQUEST FROM THE PARENT.** If we do not hear from a parent, we *will not* accept a child's word for a change in routine. Children often get the facts or days mixed up. Thank you for your cooperation in this matter. Our rules are for the safety of your children.

No students will be dismissed early between 3:00p.m. and 3:35 pm.

If your child is a car rider, please make sure you have a car tag (every grade level). This will make car dismissal run smoothly. You can come get this from the office and we will be handing them out during the first week of school in the car line. Feel free to also take one if grandparents, family friends or anyone else will be picking up your child regularly.

Student Arrival Procedures

Any students that may arrive prior to 8:50 a.m. (9:00 a.m. on Wednesdays) are to wait outside the building on the blacktop area. There is **NO** supervision provided before 8:50 a.m. (9:00 a.m. on Wednesdays), so it is up to you to supervise your child. **IT IS NOT SAFE FOR STUDENTS TO BE ON THE PLAYGROUND ALONE.** For purposes of intramurals, chorus, Safety Patrol or with special faculty permission, students may enter the building early.

The official morning arrival procedure will begin on the second day of school. Please adhere to the following guidelines each morning. Please familiarize yourself with the following drop off procedures. Your cooperation with these procedures allows us to ensure a safe arrival for all students.

- **Students are not permitted to play on school grounds before the start of the school day and should line up in their classroom line on the blacktop.**
- Students should arrive by 9:00 every day and by 9:10 on Wednesdays. Students may enter the building beginning at 8:50 a.m. every day and 9:00 a.m. on Wednesdays when the first bell rings. **Students are not to arrive before the first bell. Please note there is no supervision prior to first bell.** (Special early morning intramural programs, band, orchestra, chorus, and day care will continue as usual.)
- Students will enter the building immediately upon arrival and proceed to their assigned waiting area after the first bell rings. Students may enter the main office doors or the playground doors.
- Attendance will be taken at the start of the day. Be sure your student is here and ready to learn on time. Students must be in their classrooms and ready to learn when the bell rings at 9:05 a.m. We will delay attendance in the event inclement weather slows the arrival procedure.
- Buses will unload at the middle circle drive and students will be escorted across the crosswalk into the building. Buses are to **turn right only** when exiting the driveway.
- Parents and daycare vans should drop students off in the long circle drive. Cars and vans are to **turn right only** when exiting the driveway. Due to safety, students should not be dropped off or picked up on the street or at the intersection. Please pay special attention to the NO PARKING zones during drop off times.
- Everyone walking to school must cross the street at marked crosswalks with the crossing guard. Please help us teach your child how to remain safe and use the crosswalks.
- Please note Bruce Lane is a one way street, only going East, from 8:45 a.m. to 9:05 a.m.

Bus Transportation

- Arrive at the designated bus stop 5 minutes before the scheduled pick-up time.
- Students may ride only their assigned bus and may not bring “guests” home with them on the bus.
- All bus students are dropped off in the middle circle drive. Upon arrival, students proceed to the designated entrance area. Teachers are on hand to supervise bus arrivals and departures at school.
- If your student will not be riding the bus on any particular day, please use the dismissal change procedure and call the office before 2:45 PM on that day.

Bus Safety

Students are expected to follow all school rules on the bus. Safety is a major concern, and if a student endangers others by his/her behavior, the student may be subject to the normal range of disciplinary consequences and removed from the bus for up to 10 days. Student behavior and the bus driver’s management of that behavior are two key elements to safe and enjoyable bus rides.

As all students will ride a bus at certain times during the year, even if only for field trips, please review the following bus guidelines and regulations with your student.

<u>On the School Bus</u>	
<u>Be Safe</u>	Keep hands, feet and objects to self Pick a place to sit and stay there Follow bus safety rules Keep aisle clear
<u>Be Respectful</u>	Listen to the driver at all times Use kind words Talk quietly (Level 2)
<u>Be Responsible</u>	Let driver know of any problems Keep track of your things Keep the bus clean Be on time

Student Dismissal Procedures

Please familiarize yourself with the following pick up procedures. Plan ahead as it may take up to 20 minutes for parents to pick up their child. Your cooperation with these procedures allows us to ensure a safe departure for all students.

Buses/ Daycare Vans

Buses/daycare vans will load students in the middle circle drive in the front of the building. Students will be escorted across the crosswalk to load one bus at a time. No cars will be allowed in the crosswalk. Buses are to **turn right only** when exiting the driveway.

Cars

Students who depart from school in cars will be picked up in the long part of the circle drive. Cars will enter the drive at the east drive and line the long circle drive as they approach the drop off or pick up point at the west curve of the drive (near the playground). **The car pick up sign with your child's name should be displayed the entire time in the car pick up line.** Extras can be found in the office. Car Riders will be waiting inside and will be called over the radio to come to the pick up line. *For safety reasons, children are to get in and out of the vehicles on the passenger side in the designated areas only.* We ask that drivers do not exit or leave their vehicles unattended. Please pay special attention to the NO PARKING zones during student pick up times.

Please be aware of the huge safety issue that arises when children are crossing the drive or trying to load and unload at the street. Do not put your child in that situation. **During dismissal, parents will not be allowed to park on the street and either walk to the playground to pick up students or allow their students to come to their cars.** After you have picked up your student, please proceed slowly and with caution. Cars and vans are to **turn right only** when exiting the driveway. The speed limit in the school zone is **20 mph** and it is **25 mph** for the rest

of the subdivision. Please note Bruce Lane is a one way street, only going East, from 3:30 p.m. to 3:50 p.m.

Walkers

After school, walkers will be dismissed through the playground doors. **Only parents who have walked to school may pick up students on the playground.** Everyone walking to and from school must cross at marked crosswalks with the crossing guard. Due to safety, students should not be dropped off or picked up on the street or at the intersection. **Parents will not be allowed to park on the street, pick up students and walk to cars. This has been a safety hazard in the past and puts students in unnecessary danger.**

Please see the Parent Pick-Up and Drop-Off Map included at end of this section.

Bicycles/ skateboards/ skates

Students have the opportunity to ride bicycles, skateboards or skates to school. Once students are on school property the following rules must be followed:

- Bikes are to be walked on school grounds and locked in the bike racks during the school day.
- Skateboards (and other boards) are to be carried on school grounds.
- Students must obey all traffic rules when traveling to and from school.
- Students are expected to wear properly fitted bike helmets.

Early Dismissal and Late Arrival

Parents are asked to make every effort to schedule appointments for children during non-school times. Early dismissal requests for emergency situations and medical appointments should be sent in writing to the classroom teacher no later than the morning of the dismissal. Students will be dismissed early only for medical appointments. Board of Education policy #5060 states that students will not be released from school on a regular basis.

Parents must come to the school office and remain there to wait for their student. The office will send for the student as you sign them out for dismissal. Please do not ask us to have students in the office waiting. Classroom instruction time is very valuable and we want students to miss as little classroom time as possible. Please plan your day so that you will have a few minutes to wait in the office for your student. A student will only be released to his/her parents/guardians unless other arrangements have been made. **No student will be dismissed early after 3:00 pm.**

Pick-Up and Drop-Off Map

