

### Arrival & Dismissal

School buses arrive and depart from the gym parking lot. Parents drop-off and pick-up their children in the driveway in front of the main school building. There are parking spaces reserved for parents and other visitors but most parents simply stop and drop off or pick up their children.

- Staff members are assigned to supervise the drop-off area and the path to the elementary buildings. 8:05-8:20 am and 2:50-3:05pm
- Parents are expected to drop-off their children and drive away without passing other cars in the line. Sometimes parents linger and others need to pull around.
- At pick-up time, children should only load into vehicles that are parked in front of the school. They may not go to cars in parking spaces or along the side fence unless a parent comes to get them.
- Parents may park if space allows but may not pull out until there are no more cars loading or unloading children in the driveway.

**TEACHERS MUST SUPERVISE ALL OF THE ABOVE SITUATIONS CONSISTENTLY & CAUTIOUSLY.**

Small bus trips #1 and #2 arrive at school beginning at 7:30am and are supervised in the cafeteria. Other students may not arrive before 8:10am and may not go to the Cafeteria for supervision as only one supervisor is available for this responsibility.

Small bus trip #3 and large bus trip #1 arrive at school about 8:10am. Buses will discharge passengers in the gym parking lot. Staff will be assigned to greet students and supervise this area. 8:05-8:15am and 2:50-3:00pm

Students may be dismissed when an announcement is made at the end of the day.

21

ALL STAFF MEMBERS  
ARE EXPECTED TO BE OUTSIDE WHEN SCHOOL IS DISMISSED.

Teams will decide who walks the students to the buses and who walks students to the cars in front of the school. Everyone needs to be outside saying good night to students, supervising their departure, greeting parents and generally providing a pleasant, safe end to the school day.

Parking

Staff members will park in lined spaces in the gym lot and across from the woodchip plant. Designated staff members may also park alongside the gym and in the first 5 spaces at the front entrance. All other parking spaces in front of the main building are reserved for parents and guests.

Students must have a permit filed with the office before they bring a vehicle to school. Students will park in spaces across from the woodchip plant. Students may go to their vehicle during the day ONLY with the specific permission of a teacher.