

West Elementary School  
Arrival/Dismissal Procedures  
2019-2020

**Arrival Procedures**

- ❑ Students that are dropped off or walk to school **should not arrive prior to 7:45am.**
- ❑ All students should be dropped off on the **SOUTH SIDE of 6th Street.** West staff will be on duty by 7:45am. Make sure your child gets out on the **SOUTH SIDE of your vehicle—NOT on the STREET SIDE!**
- ❑ Students may be dropped off at any point on the south side of 6<sup>th</sup> Street **by the sidewalk.** **Parents need to pull up as close as possible to the curb and not pull out in front of traffic coming from the west, including buses.** Parents do not need to come all the way to the entrance to drop off their child. Please make sure that you **do not go past the yellow no parking zone on 6<sup>th</sup> Street** (near the main entrance) so that buses have plenty of room to make the turn coming into the parking lot.
- ❑ **Please always give the school buses the right-of-way.**
- ❑ Students who are dropped off should **walk down the hill and all the way to the south doors by the gym.** All students will **enter the building by way of the doors nearest our gym.** **All exterior doors will be locked at all times at West Elementary, including our front doors.** The doors by the gym will be monitored by West staff, who will allow students in the building as they arrive.
- ❑ All students will go into **the gym and sit in their class order by teacher.** Staff will be on duty every day to supervise students in the gym.
- ❑ At 7:45am, any “breakfast eaters” will be dismissed from the gym to the cafeteria to eat breakfast. Staff will be stationed in the hallways and in the cafeteria to provide supervision to students passing from the gym to the cafeteria.
- ❑ At 8:00am, when the first bell rings, all students will be dismissed to their lockers and will be expected to be in class on time by 8:05am, when the tardy bell rings.
- ❑ **It is IMPERATIVE that parents NEVER pull up in the red zone (red, painted concrete), as this is our bus unloading/loading zone.** If parents have a need to enter the school, please park in a marked parking stall and enter the building through the front doors where you will be asked to present ID before entering, if needed.
- ❑ **Never park next to the entrance curb or parking lot curb.** Also, please do not park in the reserved handicapped parking stalls unless you have a handicapped tag.
- ❑ Students should be **sent to the south gym doors by the gym to enter the building** and are not to accompany their parents in through the front doors, unless there is a clear reason as to why the child would be needed to accompany you to the office.
- ❑ **If your child is tardy, you will need to COME INSIDE the building to sign your child in at the office.**
- ❑ Bus students will be dropped off at the south entrance of the building located in front of the gym. The bus lane is painted red. **Parents, please do not enter the bus loading/unloading zone at any time.**
- ❑ **In the event of inclement weather** (rain and/or lightning), you may enter the parking lot to drop your child off by the gym doors in the red zone, but please pull as far forward as possible to allow the buses room to pull in behind you. Please exit by way of 4<sup>th</sup> Street as quickly as possible. Please use extreme caution, as we will be faced with traffic congestion in these circumstances. Always stay as close to the curb as possible if you enter the school parking lot to drop off or pick up your child **in the event of inclement weather.**

**Dismissal Procedures**

- ❑ **Bus students** will be dismissed at **3:15pm.**
- ❑ **Walkers and students being picked up from school** will be dismissed from the main entrance at **3:20pm (third grade and fourth grade).** Fifth grade walkers will be dismissed from the doors by the gym.
- ❑ **Parents that pick their child up from school will also do this on the south side of 6<sup>th</sup> Street.** Students will walk up the hill to meet their parents/guardians. Adult supervision will be provided by school staff.