

West Elementary School
Arrival/Dismissal Procedures
2022-2023

Arrival Procedures

- Students that are dropped off or walk to school **should not arrive prior to 7:40am.**
- All students should be dropped off on the **SOUTH SIDE of 6th Street.** West staff will be on duty by 7:40am. 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 6th 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 6th 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 enter the front doors.** Students that walk **via 4th Street will enter the building by the gym doors.** **All exterior doors will be locked at all times at West Elementary, including our front doors.** Front doors will be monitored by West staff, who will allow students in the building as they arrive.
- All students will go directly to their classrooms when they arrive. Breakfast eaters will pick up their “grab-n-go” breakfasts on their way to their classrooms.
- **The first bell will ring at 8:00am and the tardy bell at 8:05am.** Depending on how the year progresses, we may move up our start times to 7:55am first bell and 8:00am tardy bell. More to come on this!
- **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.
- **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 handicap tag.
- **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 front doors, but please allow buses the right-of-way. Please exit by way of 4th 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, car riders, and Boys & Girls Club students** will be dismissed at **3:20pm.**
- **Parents that pick their child up from school will also do this on the south side of 6th Street.** Students will walk up the hill to meet their parents/guardians. Adult supervision will be provided by school staff.
- **For PLC Early Release Fridays:** West bus students will be dismissed at 2:05pm and Walkers/Riders/BGC at 2:10pm. Please follow the same procedures as above for normal school day dismissal, just at these earlier times on every Friday we are in session.