

2022-2023 Arrival-Dismissal Plan

Arrival K-8:

- **Bussing**
 - All bussers will be dropped off in the front bus lane.
 - K-4 students will enter through the main entrance doors.
 - 5-8 students will enter through the 5-8 entrance.
- **Drop off**
 - **7:35 am – 7:45 am** – All students 1-8 must be dropped off on the side of the building in the teacher parking lot. (*See map*)
 - Parent/Guardian: All students should be in the building and in a classroom by 7:45 am. Any student who enters after 7:45 am will be considered late.
 - **7:35 am – 7:45 am** – All students in Kindergarten must be dropped off at the K entrance. (*Back of side parking lot. See Map*)
 - **After 7:45 am** – All students K-8 must be dropped off in the front of the building and enter through the main entrance to be signed in late.
 - **NOTE: PARENTS MAY NOT ESCORT STUDENTS TO CLASS. IF YOUR CHILD ARRIVES AFTER 7:45 am THEY WILL BE CONSIDERED LATE**

Dismissal K-8:

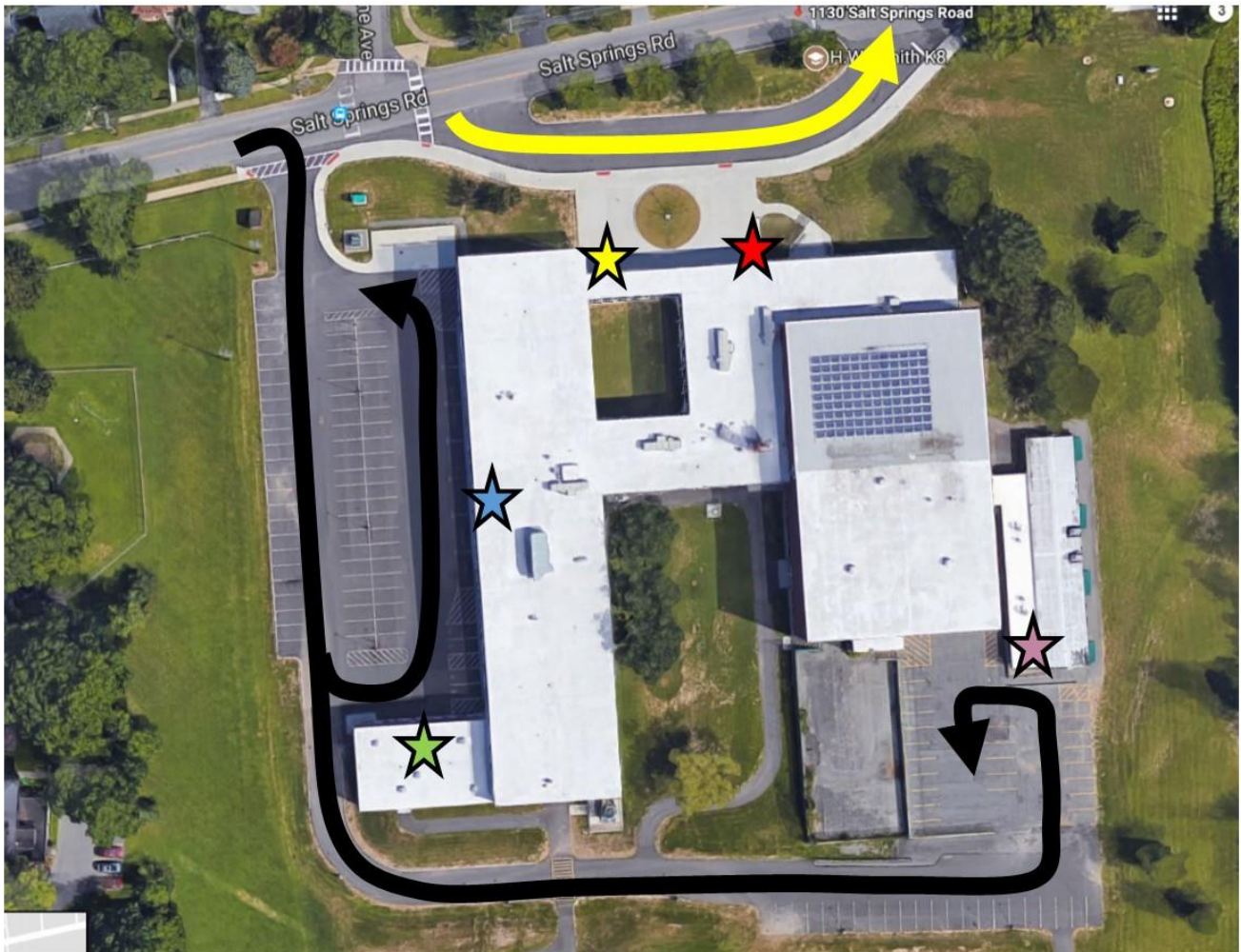
Once dismissed, students must go **directly** to their bus, car or walk home.


- **Early Dismissal before 2:05 pm**
 - Our time with your students is precious. To maximize instructional time, teachers teach right up to dismissal. If your child has an appointment or special circumstance and needs to be picked up early (*prior to 2:05*), we ask that you please send a note that morning so that we are aware of the situation. When you arrive your child will be called to the main office. **NOTE: Students will not be dismissed from 1:30 pm - 2:05 pm for any reason other than an emergency;** this will help maximize instructional time and dismiss students safely.
- **Pick-up (2:05 – 2:15 pm)**
 - Parent/Guardian: Please pull into the side parking lot. Three side-by-side lines may be formed in the parking lot to allow for maximum number of pick-ups. Please wait in your car until the teachers walk them out the side door. There are a limited number of spaces so please be aware of this and do not block the access in/out of the parking lot. (*See Map*)
- **Bussing**
 - All students K-8 will be released beginning at 2:05 pm.
 - Students will proceed from their classroom and be escorted to the bus lane by their teacher to board the bus.
 - All buses are expected to leave H.W. Smith by 2:15 pm.
- **Walkers**
 - Walkers **Grades 1-5** will be escorted to the side entrance/exit and be released out the side of the building.
 - Walkers **Grades 6-8** will be released to the 5-8 entrance/exit and be released out of the building.
 - Walkers in **Kindergarten** will be released out the Kindergarten entrance (*Back of parking lot*) and remain with teacher until a parent/guardian is identified.

Pre-Kindergarten:

- **Arrival and Dismissal**
 - Students will be dropped off and picked up by their parent/guardian at the very back of the building. (*Pre-Kindergarten Entrance. See Map*)

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Red Star	K-4 Bussers entry and exit. (<i>Single Point of entry after 7:45 am</i>)
Yellow Star	5-8 Bussers entry and exit. (<i>No entry after 7:45 am</i>)
Green Star	Kindergarten Drop-off and Pick-up. (<i>No entry after 7:45 am</i>)
Blue Star	Grades 1-8 Morning Drop-off and Pick-up. (<i>Late students from 7:35-7:45 must use this entrance</i>)
Purple Star	Pre-Kindergarten Drop-off and Pick-up.
	Represents traffic pattern.