Plumb Elementary School Arrival and Dismissal Procedures

Support students and staff by arriving and dismissing in a safe manner, review the following information to ensure each day at Plumb is safe and successful. Thank you for your cooperation.

**ARRIVAL**

* Students **are not permitted to be on campus** prior to 8:15 a.m. All families are expected to follow this directive.
* Parents who try to drop students off early will be asked to park and wait until the 8:15 drop off time. If you drop off prior to 8:15 you will be called back to the school to pick up or wait with your child.
* All gates will be closed and locked at 8:40. If you arrive to school **after 8:40** you must park and walk your child into the office **and sign your child into school as you are tardy.**
* Students and families should not congregate in the front of the school. Parents who use the walking gate should drop off their children and proceed off campus.
* For families with multiple students, please drop your children off at the youngest student's gate/car circle.
* **Walkers –** Walk on sidewalks. Cross only with the crossing guard. For your safety, families should only cross Lakeview where an official crossing guard is present.
* **Bicycle Riders** – Follow all safety rules. Park bicycle in the designated bicycle area. Cross only at crosswalks with crossing guards. Always walk your bike on school grounds and wear a helmet. **All bikes should have a bike lock.**
* **Bus Riders** – Scholars should load and unload at the bus circle. In the morning, scholars who eat breakfast at school will get a breakfast from the bus circle breakfast cart and report immediately to class. Buses have the right of way.
* **Car Riders** – Parents, please unload and pick up quickly in the school car circle. Remain in your car. If you need to enter the building, please park, and use the designated cross walk. Students exit the right-hand side of the car only.
* **Walking Gates:** Student walking gates are West End Walking/Bike Rack, East End Walking /Bike Rack, ASD/PreK Walking Gate. At each gate parents should be at school by 2:55 to get students and proceed off campus.
* **8:15 AM:** Students may enter campus and report to the cafeteria. Patrols report to post.
* **8:25 AM:** First bell rings.
* **8:40 AM:** Second bell rings. Patrols and all students report to class. All school gates are closed and locked. **Students arriving after the 8:40 bell must be signed in by an adult in the front office**.
* **8:45 AM:** Third bell rings. Students are in their seats ready for learning. Students entering campus at 8:45 or after will be marked tardy.

**BREAKFAST**

* Grab & Go Breakfast Carts are located just inside the kindergarten gate. Students choose a pre-packaged meal and report to their classrooms. Kindergarten students will eat in their classrooms.
* Grab & Go Breakfast will be available in the cafeteria for grades 1-5.
* Please plan for all students to arrive by 8:30 to ensure they get breakfast and get to class on time.

**DISMISSAL**

* Be patient during our first few days of dismissal. In the beginning of the school year, dismissal can seem a bit busy.
* Students in grades 1-5 will be dismissed through the main car circle as a "car rider."
* Ensure that your scholar knows how they are going home each day and have a dismissal plan on bad weather days.
* Walkers are dismissed at 2:55. Parents should be on campus to meet students or students head straight home.
* **Scholars are to be picked at 2:55 PM.** Scholars are expected to leave school campus immediately upon dismissal. Grades 1-5 use the main car circle. Kindergarten and Bus/Van riders will use the bus circle. ASD and Pre-K parents are encouraged to use the kindergarten car circle parking lot or the Pre-K parking lot to pick up their students at the Pre-K/ASD walking gate and use the designated crossing area.

**2:25 PM:** Students will not be released for early dismissal after 2:25 p.m.

**2:50 PM**: Dismissal process begins. All students are dismissed from classrooms by 2:55

**3:15 PM:** Once the car circle runs smoothly, all students should be picked up by 3:15. Any students remaining in the car

circles will be brought into the office. Parent/Guardian will need to come into the office to sign student out.

**Car Circle Expectations:**

* **Car Circle Safety:** Drivers must adhere to the 5 mile per hour speed limit, yield to pedestrians, follow staff directions, and use a calm and courteous attitude in the car circle to ensure safety for our students/staff/families.
* **Name tags for cars:** Prominently display your name tag in your car window every day.
* All adults must stay in their car while dropping-off or picking-up students.
* Students in cars should be on the **right side** of the car and ready to exit, with all items in hand. Staff members and patrols will be available to assist for arrival/dismissal in/out of the car. Students are not permitted to exit/enter the car on the left side of the car due to safety concerns.
* Parents who walk-up to the car circle to pick-up their students will be redirected to join the car line. Students will not be called to meet parents who are walking up to the car circle.
* Cars should not line up in front of the school prior to 2:30. This area is a fire lane.
* Families should not park and cross students in the car circle line unless they are entering the office.
* PREK and ASD families who use the PREK walking gate should park in the PreK or kindergarten lots for drop off and pick up.