**Marlowe Arrival and Dismissal Procedures**

**17-18**

Welcome to Marlowe Elementary! A safe and positive learning environment is critical to the success of our school. Please carefully read the following arrival and dismissal expectations. Your support with our procedures is greatly appreciated and ensures the safety of all our students.

**General Expectations for Arrival**

1. School hours: 8:40 a.m. to 2:50 p.m. Supervised arrival: 8:20 - 8:40 a.m. Tardy bell is at 8:40 a.m. Dismissal time: 2:53-3:00 p.m. All students need to be picked up by 3:00 p.m.

2. Free breakfast is available until 8:40 a.m. for all students. Students will pick up breakfast at food carts. Students will enter campus, stop directly by a cart to pick up their breakfast and report to their grade level hallway. Students will enter their rooms at 8:25 to eat their breakfast in class. Parents may not enter the hallways and/or classrooms to eat with their children. Breakfast will not be served after 8:40 a.m.

3. Students and parents should not gather in the courtyard during arrival. Students should report directly to their classrooms in order to unpack, eat their breakfast and begin their instructional day by 8:45. Students reporting to class without a breakfast WILL NOT be allowed to get one after entering the classroom.

4. Parents are not allowed in the hallways or classrooms. Parents must exit campus by 8:40 or when they drop their children off at the hallway. All gates will be closed at all times except during arrival and dismissal. Anyone entering or exiting campus while the gates are closed must go through the front office.

**General Expectations for Dismissal**

1. There are designated areas for dismissal. Parents need to identify a consistent dismissal area for their child. Any changes must be communicated to the teacher in writing. Consistency is critical in ensuring the safety of all students.

2. Parents/guardians meeting students at dismissal must wait in designated walk-up-pick-up areas. The front of the school and the student loading zone areas **are not** a designated walk-up/pick-up zone.

3. Students arriving or leaving campus in a vehicle are considered car riders and need to use the car loop.

4. The front parking lot is the designated visitor parking area. Parking **is not** permitted along any grassy area of campus. Use designated parking spots and crosswalks to ensure safety.

5. PreK/Headstart students will arrive and dismiss at the designated spot in the front of the building in the west loop. PreK must use the West Car Loop for drop off and pick up. No walk ups please. (see map)

6. Dogs, pets, and smoking are not permitted on campus.

**Dismissal Areas**

Car Riders

1. There are two car loops (East and West). Students are escorted to the parent identified car loop. It is critical that parents pick up in a consistent loop. (See map.)

2. Supervised car unloading is between 8:20 - 8:40 a.m. Car loading is between 2:53-3:00 p.m.

3. The student loading zone areas are for staff and students only. If you are picking up a child who is waiting there, please remain in your vehicle. Walk-up dismissal is not allowed in the car loops or front entrance. PreK parents must use the West Car loop.

4. Individuals picking up students in the car loops must have a car tag. Display the tag on the rear view mirror during dismissal. If a car tag is needed, parents/guardians will be directed to the front office to be checked on the emergency card and issued a tag.

Walkers and Bike Riders

1. There are three dismissal areas (East, West, and Dahlia). Students are escorted to the parent identified walk-up/pick-up area. Students are expected to use the location that is closest to their campus exit. (See map.)

2. Supervised arrival is between 8:20 - 8:40 a.m. Dismissal is between

2:53-3:00 p.m.

3. Remain in walk-up/pick-up areas when waiting. Only approved adults and older siblings are permitted to wait and pick up students in these areas. School-aged siblings are not allowed to bring friends.

4. Parking is limited to designated spaces during dismissal. If picking up a student by car, use the car loop. Parking is not permitted along Dahlia, Cecelia or any grass area of the campus.

5. All students and families must use designated sidewalks and crosswalks according to staff directions. Bikes must be walked on campus.

6. Students need to be responsible and follow safety expectations.

7. Dogs, pets, and smoking are not permitted on campus.

 **Your support of these important procedures ensures**

 **the safety of all students.**

