



A.J. LEWIS GREENVIEW ELEMENTARY

Arrival and Dismissal Procedures 2022-2023



For the safety of our students, the procedures for car riders, bus riders, and walkers will be as follows for the 2022-2023 school year.

MORNING ARRIVAL

For safety reasons, the arrival time for students begins at 7:01 am. Students report to the cafeteria to eat breakfast. Students are dismissed from the cafeteria at 7:25 am. Students are tardy if they are not in their class at 7:35 am. For the safety of all children, parents must drop-off and pick-up students at the school front entrance. Our dedicated faculty and staff will help students get safely to and from their classes.

TRANSPORTATION INFORMATION

It is very important that you inform your child's teacher, ahead of time, of your child's dismissal plan so he or she can be dismissed to the correct location.



- ◆ To change your child's mode of afternoon transportation, **you must either send a message through ClassDojo or send a written statement of the change to your child's teacher.** In the case of an emergency, call the office **by 2:00 PM** and provide our school secretary with your child's birth date and the transportation changes. **Sending a letter or a Dojo message are the preferred notification methods; transportation changes by phone should only be for emergencies.**
- ◆ It is required that all guardians and persons listed as emergency contacts for students present their identification card upon arrival. No exceptions. Likewise, when you call ahead and grant permission for an alternate person to take your child home, you must provide our secretary or database specialist with the name of the alternate person that is listed in PowerSchool to show their identification card upon arrival. The safety of your child is our main priority. All guest are required to wear a mask.
- ◆ **Avoid calling the office to make transportation changes after 2:00 PM.** It is often impossible for the school secretary to look up the birthdates and get the messages to the classrooms as students are transitioning for dismissal. Early dismissal ends promptly at 2:00pm. Regular dismissal begins at 2:25pm.

CAR RIDERS

The car rider area will be the area in the front of the school on Easter Street. All students will be picked up and dropped off in this area. In the mornings, please begin saying your goodbyes and giving goodbye kisses prior to pulling into the drop-off zone. This will allow your child to make a quick exit and keep our car line flowing smoothly. **Drivers should remain in the vehicle.**

In order for the car rider system to move along at a steady and safe pace, there are certain rules that apply:

- ◆ Students are required to sanitize their hands before entering the school building.
- ◆ During morning arrival, no student drop-offs are allowed in the bus area (which is located on the left side of the school) or the small side parking lot close to the school entrance.
- ◆ For dismissal, cars will pull all the way forward close to the marquee, stacking cars as closely and as safely as possible. **Parents and guardians should remain inside their vehicle. Do not stand at the front entrance doors. If your child is a walker you may receive your child as they are passing the school marquee. Do not leave your vehicle to request your child. We will not be able to accommodate your request. Please be patient as we safely dismiss all students.**
- ◆ Staff members will be along the curb to help students in or out of the vehicles.
- ◆ All students are to exit the car on the right side for safety reasons. Please avoid students having to walk around the car.
- ◆ **Absolutely no parking lot drop-offs or pick-ups are allowed.**
- ◆ For car rider dismissal, please display the car tags in the front of your vehicle on the rear view mirror. We will page your student to report to the parking lot as your car arrives in the parking lot. If your placard is lost, the office will gladly provide you with another one.

Plan ahead. There will be longer traffic delays the first two weeks of school. Be patient... it does get better.

Walkers and Bike Riders

The walkers will be released from the Media Center.

- ◆ Jaguar Walkers and Bike Riders will be released from the Media Center. We have staff members assigned to that area to help monitor the children. They will escort students out of the building to the sidewalk located on Easter Street in front of the school.

Bus Riders

The bus rider area will be escorted to the Rosebud entrance.



Riding the school bus is a privilege that can be revoked if rules are not followed. Unfortunately, parents often are inconvenienced more than children when children lose bus-riding privileges. However, as with our expectations concerning in-school behavior, we expect parents to establish clear rules and set limits with their children regarding behavior while on the bus. It is an expectation that students will behave well while on the bus, and they should respect the bus driver. The driver will report problems to the Assistant Principal. Further the drivers do have the authority to assign seats for students if they so choose.

BUS BEHAVIOR CONSEQUENCES

The Assistant Principal will decide appropriate consequences for misbehavior on buses. Serious misbehavior that endangers your child and other children on the bus will result in hefty consequences regardless of the number of offenses. Consequences can include required parent/student conferences, in-school detentions, and bus suspension which can last a few days or several weeks. Students may be suspended from riding the bus for an entire school term should their behavior necessitate it. When a student is suspended from riding the bus, parents must provide transportation for the child to and from school. Tardies and absences due to bus suspension are **unexcused**.

If it becomes necessary for your child to ride another bus for reasons of childcare, etc., please write the school a note and contact student transportation ahead of time.