

ARRIVAL & DISMISSAL PROCEDURES HOOPER AVENUE ELEMENTARY



A.M. OPENING OF SCHOOL

1. **Walking Students** - All walking students will enter the school building, at approximately 8:25 a.m., at "C" Cafeteria (Door 18). When the 8:35 a.m. bell sounds, students will be dismissed and directed to go to their respective classrooms.

2. **Students Arriving By Vehicle** - If children are being driven to school, they should not be arriving before 8:25 a.m. Children should only be discharged in the front of the building and from the passenger side of the vehicle along the sidewalk area before proceeding to the appropriate "C" Cafeteria. Please drive up to the end of the painted yellow curb before discharging your child, curbside only. Please DO NOT park and walk your child to the door.

3. After students are safely discharged to the sidewalk, all cars should depart the area expeditiously to allow cars in back of them to avail themselves of access to the sidewalks and allow for a more even flow of traffic. Teachers will be on duty starting at 8:25 A.M.

At approximately 8:25 the roadway between The Hoop and Intermediate East will be closed to all traffic except for school buses arriving with children. All parents dropping off students after 8:35 will have to exit the campus via Hooper Avenue and not Indian Hill Road. All students arriving after 8:40 a.m. must report to the Main Office to receive a late pass.

P.M. CLOSING OF SCHOOL

1. **Walking Students** - At dismissal time, all walking students will proceed directly to the appropriate cafeteria (i.e. B-Wing students will go to "B" Cafeteria and C-Wing students will go to "C" Cafeteria). All students will be seated and wait quietly for dismissal. Students will be dismissed after all school busses have departed the school area.

2. **Students Departing By Vehicle** - Parents/Adults picking up students are asked to drive around the Intermediate East side of the building and park on the playground area parallel to the Hoop. Affected students will follow dismissal procedures listed above (walking students). After all busing students have been dismissed and all buses have exited the campus, administration will hold all traffic and dismiss all walkers and students being picked up. Please greet your child and expeditiously enter your vehicle for a timely exit. No vehicle will be dismissed by administration until all children and parents are safely in their vehicles.

3. Parents/Adults wishing to pick up a student prior to dismissal must report to the Main Office by 2:30 to call for and sign out the student. Please allow your child every opportunity to conclude their school day with all of the other children and be dismissed with the walkers and/or students departing by vehicle.

