

MEMORANDUM

August 23, 2021

TO : Parents/Guardians
Norma Butler Bossard Elementary School

FROM: Dr. Concepcion C. Santana, Principal
Norma Butler Bossard Elementary School

SUBJECT: 2021-2022 ARRIVAL/DISMISSAL PLAN

STUDENT DROP-OFF is from 7:15 AM - 7:55 AM. School doors open promptly at 7:15 AM. No students should be dropped off before this time. Do not leave students unattended at the school entrance for safety reasons.

ARRIVAL

If a parent **DRIVES** their child to school, be advised of the following:

- **NO PARENTS WILL BE ALLOWED TO GET OUT OF THEIR VEHICLE AT ARRIVAL OR DISMISSAL**
- **There will be two areas for carline drop off. You may choose whichever drop off zone is more convenient for you: 1. FRONT OF SCHOOL/MAIN ENTRANCE CARLINE or 2. BACK OF THE SCHOOL/PE SHELTER ROUNDABOUT**
- **Siblings can be dropped off together at either location.**
- **Selected staff will supervise and assist students at each drop-off site.**

If a parent **WALKS** their child to school, be advised of the following:

- **Parents MUST always use crosswalks when walking their children to school. Parents will ONLY walk their child to the sign stating “Student Drop Off- No Parents beyond this Point” to ensure for the safety of all students entering the building.**
- **No parents will be permitted beyond the drop off point.**
- **Selected staff will supervise and guide students to the school’s main entry gate.**
- **BUS ARRIVAL: Students who ride a bus to school will be dropped off at the **BACK OF THE SCHOOL/PE SHELTER ROUNDABOUT**. An adult will be waiting to assist students with safely exiting the bus.**
- **BREAKFAST: Free breakfast to all students will be provided daily from 7:15 AM – 7:50 AM. Students who wish to eat breakfast are to report to the cafeteria. Students must remain in the cafeteria while eating their breakfast. Student must eat in the cafeteria seated in the **YELLOW ZONE** in a socially distanced manner. Once finished, students will throw away trash, exit cafeteria through doors labeled (**YELLOW**) and join their homeroom at assigned location.**

Upon arrival (and after eating breakfast if desired) students will proceed to their assigned designated areas in front of their classroom doors and wait for their teachers. Students will sit along the hallway wall in front of their classroom, socially distanced, while wearing their face coverings. Classroom doors will be unlocked at 7:45 AM. Students on the 1st floor will enter the building through the main doors in front of the central

staircase. Students on the 2nd and 3rd floors will use the main central staircase to reach their floors, enter the building, and proceed to their classrooms. Each floor will be monitored by a staff member and our Safety Patrols.

DISMISSAL

NOTE: WE HIGHLY RECOMMEND THE USE OF THE CAR DRIVELINE PICKUP FOR ALL PARENTS PICKING UP THEIR CHILDREN AT DISMISSAL. THIS IS THE SAFEST WAY TO PICK UP YOUR CHILD(REN) ON A DAILY BASIS.

- A Driveline APP will be used to alert students of their parent's arrival to pick up.
- Students will remain in their classrooms with their teacher at dismissal until they are alerted to come down to the parent pick-up zones.
- The Driveline APP will assist in providing a safe, socially distanced dismissal.
- Every child has been assigned a family number which will link siblings to the same family unit.
- Parents **MUST** have their family number displayed on the rearview mirror. **(If a family number is not displayed in the vehicle, the parent must park at the front of the school and enter the main office to manually sign the child out from school.)**
- As the parent drives up, assigned employees will queue the family number into the APP and the classroom teacher will be immediately notified to release the student.
- Once the family number is displayed in the classroom, the student will be dismissed by their teacher to the appropriate loading zone. **SIBLINGS WILL WAIT TOGETHER FOR THEIR CAR TO ARRIVE AT THE LOADING ZONE AREA.**
- Parents using the **front driveway/main gate entry** must come down SW 144 ST and turn onto SW 160 Ave heading South. They will then turn left into the main driveway of the school and proceed along the driveway using both lanes. Once the child is picked up, parents will exit the driveway by turning left **ONLY** back onto SW 144th ST. Please pay attention to the signs and staff members directing traffic to ensure for the safety of the students.
- Parents using the **driveway at the back of the school/PE Shelter Gate** must come down SW 152 ST (westbound) and turn onto SW 160 Ave heading North. They will then turn right into the Back Gate/PE Shelter driveway of the school and proceed along the driveway using **ONLY** the right lane. Once the child is picked up, parents will exit the driveway by turning right onto SW 160th Ave. Please pay attention to the signs and staff members directing traffic to ensure for the safety of the students.

DISMISSAL TIMES:

- PreK-1st grade will be dismissed EVERY DAY (Mon. – Fri.) at 1:30 PM.
(THE ONLY DRIVEWAY OPEN FOR THE 1:30 PM DAILY DISMISSAL OF PRE-K, KINDERGARTEN, AND FIRST GRADE STUDENTS WILL BE THE FRONT ROUNDABOUT DRIVEWAY.)
- 2nd-5th grade will be dismissed M, T, TH and F at 2:30 PM. WEDNESDAY DISMISSAL- 1:30 PM.

STUDENT WALKERS

Students who walk home without a parent, will be released through the back door from the Kindergarten Hallway by the Bike Rack Area once the driveline has been cleared (approximately 2:45 PM and 1:45 PM, respectively, depending on the dismissal time). **NOTE: STUDENTS MUST HAVE A SIGNED PARENT WALKER**

WAIVER FORM FILLED OUT PRIOR TO BEING ALLOWED TO WALK HOME ON THEIR OWN. STUDENTS MUST TURN IN THE WALKER FORM TO THE TEACHER BY NO LATER THAN 9:00 AM IN ORDER TO BE ALLOWED TO WALK HOME THAT SAME DAY.

PARENT WALKER PICK-UP

This school year, we will not be “cueing” parent numbers for student walkers. Students being picked up by a parent/walker- will be released 10 minutes after dismissal (approximately 2:45 PM and 1:45 PM, respectively, depending on the dismissal time) through the back door from the Kindergarten Hallway by the Bike Rack Area once the driveline has been cleared. Parents will need to wait at the end of the front driveway at the crosswalk zone located at the far WEST side of the school on SW 144th Street. Parents must wait at the designated pick-up area sign. **NOTE: STUDENTS MUST HAVE A SIGNED PARENT WALKER WAIVER FORM FILLED OUT PRIOR TO BEING DISMISSED IN THIS FASHION AS THEY WILL BE WALKING ALONE TOWARDS THE PARENT AT THE END OF THE DRIVEWAY AREA. STUDENTS MUST TURN IN THE WALKER FORM TO THE TEACHER BY NO LATER THAN 9:00 AM IN ORDER TO BE ALLOWED TO WALK TOWARDS THE PARENT WAITING AREA ON THAT SAME DAY.**

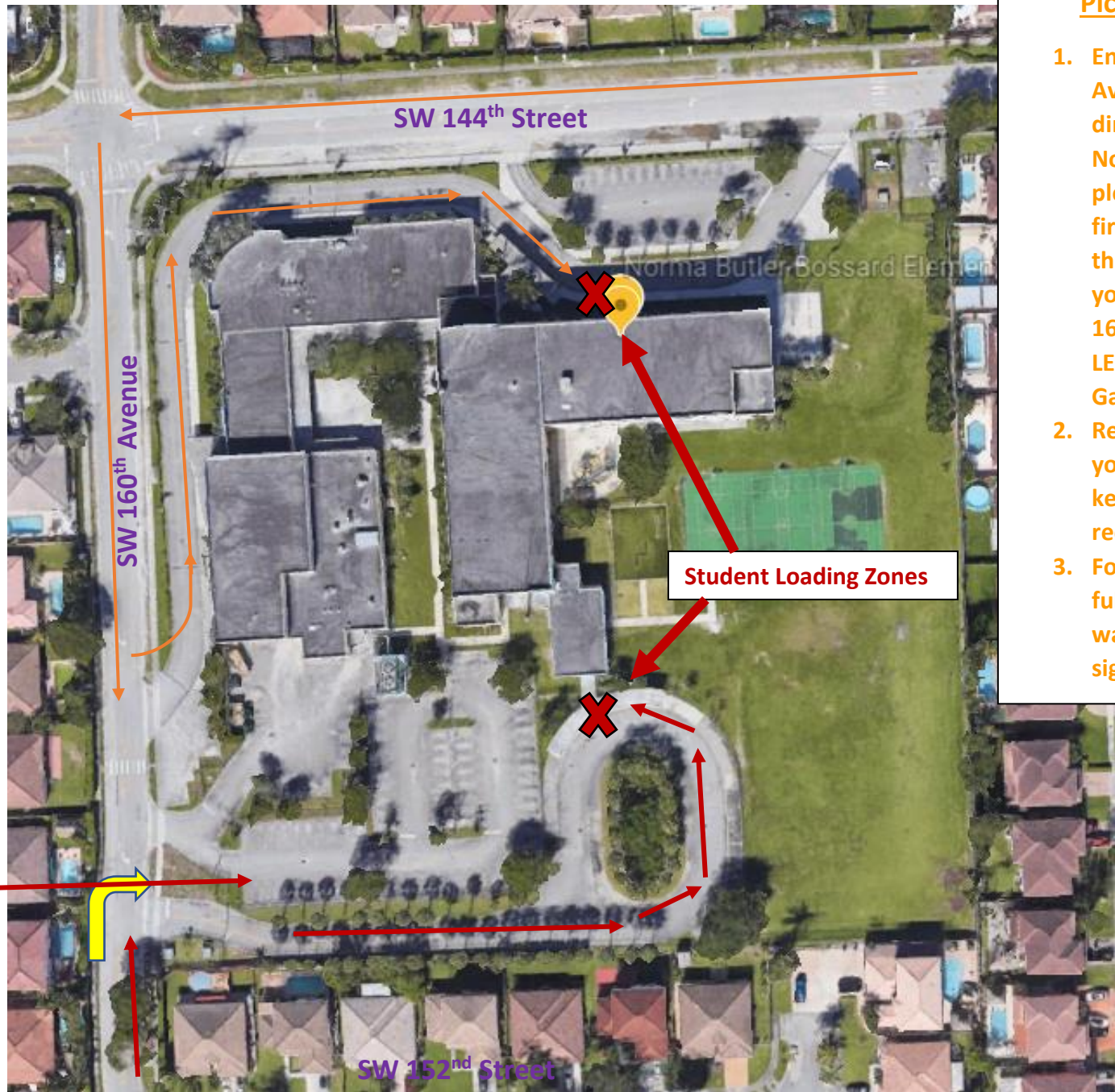
AFTER SCHOOL CARE

Pre-K-1st grade will be picked up from their classrooms at 1:20 p.m. by an ASC leader.

2nd-5th grade will be dismissed at 1:25 p.m. on Wednesdays, and at 2:25 p.m. (M, T, TH, and Friday) to meet their ASC leader in the cafeteria.

BUS DISMISSAL: Bus students will be called down prior to the dismissal bell. They will wait in the front of the school breezeway behind cones labeled with their bus name. An adult will escort them to their designated bus through the front of the school crosswalk area.

Norma B. Bossard Elementary Arrival and Dismissal Map 2021-2022



Parent Drop off and Pick up **(left turn only)**. Please use both lanes in the driveway when entering 160th Avenue heading south coming from 144th Street.

Parent Drop off and Pick Up Entrance **(right turn only)**. Please remain in right lane heading North on 160th Avenue.

Pick Up Instructions:

1. Enter the driveway on 160th Avenue based on your direction. If you are heading North on 160th Avenue, please make a right into the first entrance to pick up at the Back Gate/ PE Shelter. If you are heading South on 160th Avenue, please make a LEFT to pick up at the Main Gate/ Front Entrance.
2. Remain in your vehicle with your car tag hanging (please keep it visible until you have received your child)
3. For safety, please come to a full and complete stop and wait until you have been signaled to move and exit.