

NORMA BUTLER BOSSARD ELEMENTARY SCHOOL

SAFETY PLAN-ARRIVAL/DEPARTURE 2024-2025

ARRIVAL

Student drop-off will begin at 7:45 a.m. daily.

DURING ARRIVAL HOURS, PARENTS ARE NOT ALLOWED IN THE BUILDING AND WILL DROP STUDENTS OFF AT THE ENTRANCE OF THE SCHOOL.

We ask that during arrival in the morning, you comply with the following procedures:

- Drive at 5-10 MPH while driving at school roundabouts
- Refrain from being on your cell phone until you have left your child and left the car line. Our School Resource Officer, Officer Regalado, will enforce the hands-free zone.
- Give the right-of-way to pedestrians using crosswalks
- Slow down as you approach crosswalks
- **Do not cross between cars that are in the roundabout (crossing at designated crosswalks)**
- Cars should not be left unattended in the driveway during morning delivery; **Parents must remain in their vehicles** when using the vehicle drop-off zone.
- Please treat our staff with respect and follow the arrival procedures we have in place.

PLEASE NOTE:

- The cafeteria will serve breakfast from 7:45 a.m. to 8:20 a.m. (NOTE: We will stop serving breakfast to Pre-K, Kindergarten, and First Grade students at 8:15 a.m., as their school day begins at 8:20 a.m.)
- Students who have finished breakfast or arrive after 8:20 AM (8:15 AM for PK-1st grade students), will proceed to Building 2 and sit in the hallway in front of their classroom until the classroom doors open.
- **Teachers will open their classroom doors NO LATER:**

8:10 AM for Pre-K-1ST Grade

8:25 AM for 2nd-5th Grade

DELIVERY OPTIONS

Student vehicle drop-off zone "FRONT ROUNDABOUT"

- The main entrance along the circular driveway begins at 7:45 AM (northwest side of the school on SW 160th Ave)
- Delivery should only occur from the RIGHT lane down the curb
- The LEFT lane should be used "ONLY" to exit once your child has exited the car.
- Students should be ready to unload as soon as their vehicle stops at the curb (backpacks, water bottles, jackets, lunch boxes should be easily accessible to your child to keep the flow of traffic moving).
- **Parents must remain in their vehicles when using the vehicle drop-off zones.**
- To keep students safe, students will open and close vehicle doors.

Student vehicle drop-off zone "REAR ROUNDABOUT"

- The rear entrance along the circular roadway by the PE rear roundabout will be accessible at 8:00 AM to assist with traffic flow. Parents are not allowed to get out of their vehicle or park in the rear roundabout.
- Parents must remain in their vehicles when using the vehicle drop-off zones.
- Delivery should only occur from the RIGHT lane down the curb.
- The LEFT lane should be used "ONLY" to exit once your child has exited the car.

SUPERVISION WILL BE PROVIDED BY SCHOOL STAFF AT BOTH THE FRONT AND REAR ENTRANCES.

Student/Parent Walking With Their Children

- Parents who wish to park and walk their child(ren) to the front of the building, should **park across the street in the grassy area on SW 144th Street** and use the crosswalk zones to safely walk their child to the designated point of entry.
PARKING IS NOT ALLOWED ON SW 160TH AVE.
- Parents will not be allowed to enter the building
- Only students beyond the "STUDENTS ONLY" delivery sign will be allowed

- Parents must use the CROSSWALKS as the roundabouts will be in use for Carline delivery.
- Due to SAFETY, parents or children will NOT be allowed **to walk in the front parking lot**

Front and rear staff parking lots are for STAFF ONLY. Staff parking lots should not be used as an area for dropping off and/or picking up students.

ARRIVAL OF THE BUS

If a student arrives by bus to school, please note the following:

- Students riding a Miami-Dade County Public School bus to school will be dropped off in the back of the school in the bus zone. School staff will be waiting in the drop-off area to help students exit the bus and enter the building safely.
- Students on private buses will also be dropped off at the **back** of the school in the bus area.
- If students on the bus choose to eat breakfast, they will enter the cafeteria. After breakfast, they will report to their grade level assigned area.

EXIT

Students will be dismissed from the following locations:

- ACROSS FROM SCHOOL/MAIN DRIVELINE ENTRANCE (Grades Pre-K-1st at 1:50 PM Dismissal) **The front door will open at 1:00 PM ONLY for DRIVELINE pickup. (Do not park or leave your car in the driveway at any time.)**
- SCHOOL FRONT/MAIN ENTRANCE or SCHOOL BACK/PE SHELTER DRIVELINE ROUNDABOUT (2nd -5TH Mon, Tue, Thu, Fri at 3:05 PM and Wednesday at 1:50 PM). **The tailgate will open at 2:30 PM daily, except Wednesdays at 1:00 PM ONLY for driveline pickup and buses.**
- Student Walker Area (Main Entrance Stairway Area)
- Area for parents coming on foot (east side of the front of the school by bike racks)
- Bus Zone (Students will meet at the back of the school's PE and ride the designated buses.)

OPTION FOR VEHICLE PICK-UP (HIGHLY RECOMMENDED):

Similar to the morning drop-off, STUDENT PICK-UP should only occur from the curbside RIGHT lane (BOTH FRONT AND REAR ROUNDABOUT)

- PLEASE KEEP RIGHT AND PROCEED TO THE FRONT OF THE DRIVEWAY WHERE THERE WILL BE A SIGN DESIGNATING WHERE TO STOP (WHICH IS JUST BEFORE THE BIKE RACK AREA).
- The LEFT lane should be used "ONLY" to exit once your child has exited the car.
- Students waiting at each pickup area should be ready to charge as soon as their vehicle stops curbside and are instructed by supervising staff to charge in their cars.
- Parents must remain in their vehicles when using the vehicle pick-up areas.
- Keep in mind to maintain a speed limit of no more than 5-10 MPH while in driveways.
- Be aware of students and pedestrians at entrance crosswalks.

The Driveline system will be in operation once again for the 2024-2025 school year.

Students will remain in their classrooms with their teacher. The APP- Driveline CharterAPP's will be accessed by each teacher. The program will be screened in the Promethean Board classroom. Each child has been assigned a family number that will link siblings to the same family unit. In this way, the siblings will go out through the same area. **The parent must have their family number displayed in the car.** As the parent progresses, assigned employees will write the family number into the APP and the classroom teacher will be immediately notified on the Promethean whiteboard where the student should be released.

The "DRIVELINE" APP WILL BE ACTIVE FROM 1:50 to 2:10 PM and again from 3:05 to 3:20 PM. After the line ends, you will be asked to exit your vehicle and present the DRIVELINE TAG to the security guard at the front door.

Pre-K -1st grade students will line up from the front of the school. All students will exit through the front doors and wait to get into their car at 1:50 PM Monday through Friday.

Students in grades 2-5 will line up from the front roundabout, or the school's rear shelter/PE roundabout depending on parent preference, however, occasionally cars will be diverted to relieve traffic. The siblings will meet to go out through the same place. (Mo, Tue, Thu, Fri 3:05 PM) Wed (1:50 PM)

If the parent/guardian does not have their **Family Number Tag**, then they must present their picture ID to the Main Office where they will have to wait for the Driveline to conclude.

PARENT AREA (east side of the front of the school by bike rack)

Parents who wish to pick up their children on foot may park across the street in the grassy area on SW 144th Street, use the crosswalk zones to safely walk across the street, walk on the northeast side of the school next to the bike rack area, and stand in the parent-designated line/area. **PARENTS MUST SHOW/PRESENT THEIR FAMILY NUMBER TAG TO THE DESIGNATED STAFF MEMBER WHO WILL INSTRUCT THE STUDENT TO STEP DOWN TO DISMISSAL. PARKING IS NOT ALLOWED ON SW 160TH AVE OR ADJACENT AREAS OF THE NEIGHBORHOOD THAT BLOCK ACCESS FOR RESIDENTS.**

IMPORTANT NOTE: ON DAYS WITH INCLEMENT STORMS (WITH HEAVY RAIN, LIGHTNING, AND THUNDER), NO STUDENTS WILL BE DISMISSED THROUGH THE ACCESS AREA TO INCREASE EVERYONE'S SAFETY. PARENTS SHOULD USE DRIVELINE OPTIONS DURING DAYS WITH SEVERE BAD WEATHER.

After School Care (ASC) / AFTER SCHOOL CARE PROGRAM

The pre-K-1 grade will be picked up from their classroom at 1:35 PM by an ASC leader. 2nd grade-5th grade will be dismissed at 2:55 PM (Mon, Tue, Thu, Fri) and 1:40 PM (Wed) to meet with their ASC leader in the cafeteria.

BUS DEPARTURE

Students on the bus will be called prior to the dismissal bell. They will wait in the yard area behind the designated cones labeled with the name of their bus. An adult will escort them to their designated bus through the crosswalk area.

If a student does not ride the bus for any reason, **a written note** must be sent to the school with their child, and it must be given to the teacher at the **beginning of the school day**. **(Please do not email your child's teacher during instructional time regarding your child not taking the bus home that day, as they may not receive it prior to dismissal.)**