

NORMA BUTLER BOSSARD ELEMENTARY 2025-2026 SAFETY-ARRIVAL/DISMISSAL PLAN

ARRIVAL

Student Drop-Off will begin at 7:45AM daily.

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

We ask that during morning arrival, you abide by the following procedures:

- Drive at 5-10 MPH while in school roundabouts
- Refrain from being on your cell phone until you have dropped off your child and have left the carline. Our School Resource Officer, Officer Regalado, will be enforcing the hands-free zone.
- Give the right-of-way to pedestrians using the crosswalks
- Slow down as you approach the crosswalks
- **DO NOT CROSS IN BETWEEN CARS THAT ARE IN THE ROUNDABOUT (CROSS AT DESIGNATED CROSSWALKS)**
- Cars should not be left unattended in the driveway during morning drop off; **Parents must stay in their vehicles** when using the vehicle drop-off zone.
- Please treat our staff with respect and follow the arrival procedures that we have in place.

PLEASE NOTE THE FOLLOWING:

- The cafeteria will be serving breakfast from 7:45AM – 8:20AM (NOTE: We will stop serving breakfast to Pre-K, Kindergarten, and 1st grade students at 8:15AM, since their school day begins at 8:20AM.)
- Students who have finished breakfast or arrive after 8:20AM (8:15AM for PK-1st grade students), will proceed to Building 2 and sit in the hallway in front of their classroom until classroom doors are opened.
- **Teachers will open their classroom doors NO LATER than:**
8:10 AM for Pre-K-1st Grade
8:25 AM for 2nd-5th Grade

DROP-OFF OPTIONS

Student Vehicle Drop OFF ZONE “FRONT ROUNDABOUT”

- The front entrance along the circular driveway begins at 7:45 AM (northwest side of the school on SW 160th Ave)
- Drop off should only occur from the RIGHT lane by the curbside
- The LEFT Lane should be used “ONLY” to exit once your child has exited the car.

- Students need to be ready to unload as soon as your 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.**
- For the safety of students, students will open and close their own doors to exit their vehicles.

Student Vehicle Drop OFF ZONE “BACK ROUNDABOUT”

- The back entrance along the circular driveway by the PE shelter roundabout (southwest entrance on SW 160th Ave) will be accessible at 8:00 AM to assist with traffic flow. Parents may not get out of their vehicle or park in the rear roundabout.
- Parents must remain in their vehicles when using the vehicle drop-off zones.
- Drop off should only occur from the RIGHT lane by the curbside.
- 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 BACK ENTRANCE.**

Student /Parent Walk-up

- Parents who wish to park and walk their child(ren) to the front of the building, must **park across the street on the grass area on SW 144th Street** and use the crosswalk zones to safely walk their child to the designated point of entry. **NO PARKING IS ALLOWED ON SW 160th AVE.**
- Parents will not be allowed to enter the building
- Only students will be permitted beyond the “STUDENTS ONLY” drop off sign
- Parents must use the CROSSWALKS as the roundabouts will be in use for the Carline drop off.
- Due to SAFETY- NO Parents or children will be **PERMITTED TO WALK THROUGH THE FRONT PARKING LOT**

The front and back staff parking lots are for staff only. The staff parking lots are not to be used as an area for dropping off and/or picking up students.

BUS ARRIVAL

If a student arrives on bus to school, be advised of the following:

- Students who ride a Miami-Dade County Public School bus to school will be dropped off at the BACK OF SCHOOL in the bus zone. School staff will be waiting at the drop-off area to assist students in safely exiting the bus and entering the building.
- Private bus students will be dropped off at the back roundabout of the school in the bus zone as well.
- If bus students choose to eat breakfast, they will enter the cafeteria. After breakfast, they will report to their grade level’s assigned area.

DISMISSAL

Students will be dismissed from the following locations:

- FRONT OF SCHOOL/MAIN ENTRANCE DRIVELINE (Grades Pre-K-1st at 1:50PM Dismissal). **Front gate will open at 1:00PM for DRIVELINE Pickup ONLY.** (Do not park and leave your car in the driveway at any time.)
- FRONT OF SCHOOL/MAIN ENTRANCE and/or BACK OF SCHOOL/PE SHELTER ROUNDABOUT DRIVELINE (2nd-5th M, T, TH, F at 3:05PM and Wed. at 1:50PM). **Back gate will open at 2:30 PM every day except Wednesdays on 1:00PM for BUS and DRIVELINE Pickup ONLY.**
- Parent Walk-up area (East side of front of school by Bike Rack & Blue Canopy)
- Bus Zone (Students gather in PE Shelter Area supervised by staff until buses arrive)

CAR DRIVELINE OPTION (HIGHLY RECOMMENDED):

- Just like in the morning drop off, **PICK UP OF STUDENTS** should only occur from the **RIGHT** lane by the curbside (**AT BOTH THE FRONT AND BACK ROUNDABOUT AREAS**)
- PLEASE **STAY TO THE RIGHT AND PULL ALL THE WAY UP TO THE FRONT OF THE DRIVEWAY** WHERE THERE WILL BE A SIGN DESIGNATING WHERE TO STOP (WHICH IS JUST BEFORE THE BIKE RACK AREA.) PLEASE PAY ATTENTION TO THE STAFF MEMBERS DIRECTING YOUR CARS AND ENSURING STUDENTS ARE LOADED PROPERLY INTO YOUR VEHICLES FOR SAFETY.
- The **LEFT** Lane should be used "ONLY" to exit the driveline once your child has exited the car in the mornings and entered your car in the afternoons.
- Students waiting in each pick-up area need to be ready to load as soon as your vehicle stops at the curb and are directed by supervising staff to load into their cars.
- Parents must remain in their vehicles when using the vehicle pick-up zones.
- Please be mindful to maintain a speed limit of no more than 5-10 MPH while in the driveways.
- Be mindful of students and pedestrians in the driveway crosswalks.

The Driveline system will be in place once again for the 2025-2026 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 projected on the classroom Promethean Board. Every child has been assigned a family number which will link siblings to the same family unit. In this way, siblings will exit out the same area. **THE PARENT WILL HAVE THEIR FAMILY NUMBER DISPLAYED HANGING FROM THE REARVIEW MIRROR IN THE CAR.** As the parent drives up, assigned employees will type the family number into the APP and the classroom teacher will be immediately notified on the promethean board when to release the student.

DRIVELINE WILL BE ACTIVE FROM 1:50PM – 2:05PM and again from 3:05PM-3:20PM. However, on Wednesdays Driveline will be open from 1:50PM-2:20PM. After queuing ends, you will be required to get out of your vehicle and present the DRIVELINE TAG to the security guard at the front gate.

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

2nd – 5th grade students will be cued from the front roundabout, or the back/ PE shelter roundabout of the school based on parent preference, however, occasionally cars will be re-routed to alleviate traffic. Siblings will meet to load at one location. (M, T, TH, F 3:05 PM) W (1:50 PM)

PARENT WALK-UP AREA (East side of front of school by Bike Rack)

Parents wishing to pick up their children by foot, may park across the street on the grass area on SW 144th Street, use the crosswalk zones to safely walk across the street, walk up on the northeast side of the school by the bike rack area, and stand in the parent pick up designated line/area. **PARENTS MUST DISPLAY/PRESENT THEIR FAMILY NUMBER TAG TO THE DESIGNATED STAFF MEMBER WHO WILL CUE THE STUDENT TO COME DOWN TO DISMISSAL. NO PARKING IS ALLOWED ON SW 160th AVE NOR IN THE ADJACENT NEIGHBORHOOD AREAS BLOCKING DRIVEWAY ACCESS TO RESIDENTS.**

IMPORTANT NOTE: ON DAYS WITH INCLEMENT STORMY WEATHER (WITH HEAVY RAINS, LIGHTNING AND THUNDER), NO STUDENTS WILL BE DISMISSED VIA THE WALK-UP AREA FOR INCREASED SAFETY OF ALL. PARENTS MUST USE THE DRIVELINE OPTIONS DURING DAYS WITH SEVERE INCLEMENT WEATHER.

AFTER SCHOOL CARE

Pre-K-1st grade will be picked up from their classroom at 1:35PM by an ASC leader.

2nd-5th grade will be dismissed at 2:55PM (M, T, TH, F) and 1:40PM (W) 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 PE Shelter area behind designated, labeled cones with their bus name. An adult will escort them to their designated bus once bus arrives.

If a student is not riding a bus for any reason, a written note must be sent to school with your child, and it must be given to the teacher at the beginning of the school day. **(Please don't send e-mails to your child's teacher during instructional time regarding your child not taking the bus home that day, as they might not receive it prior to dismissal.)**