

## ISD Arrival and Dismissal Procedures

To ensure arrival and dismissal procedures occur as efficiently and safely as possible, please follow the following instructions and guidelines that have been established. Any changes in a student's arrival or dismissal routine should be written in a note addressed to the teacher and the office as well. Changes should not be made after 2:00 pm since communication to the teacher is not guaranteed in time for dismissal.

### BUSES

There are three buses that service students who attend ISD. Bus stop pick up/drop off times are available on the ISD website and are published in the local paper in August. If a student is eligible for bus transportation, every effort should be made to have students utilize the service. If a parent has a question/concern related to bus transportation, there is a link on the GPS website they can use to communicate their question/concern and where they will be followed up on and/or addressed. Students in kindergarten or grade one need to be met by an adult in the afternoon at their respective bus stop. If no adult is present, the bus driver will return the student to the school after all stops are completed. Parents should know which bus number their child is assigned to.

### ARRIVAL

The buses arrive and unload students in the back circle between 8:15 and 8:30 am. Students are met by a staff member and will wait in designated area until 8:30 am when the school doors open.

Students who arrive by automobile are dropped off in the front circle in the area marked by the green cones. They need to be ready to exit their automobile when it has come to a full stop, proceed to the sidewalk and walk to the front doors, or to their respective classroom entrances. Doors open at 8:30 am. Until that time, parents are responsible for their children.

To facilitate the drop off process, drivers are not allowed to get out of their automobiles. If a student needs support in managing exiting the automobile because of personal items or for other reasons, the driver should look to park and walk their child to school. Staff members and parent volunteers are in the front circle to help move the traffic along. When exiting the front circle, drivers are strongly encouraged to turn right to keep traffic moving and to avoid a bottleneck situation.

### DISMISSAL

The official dismissal time is 3:15 pm. Kindergartners exit the school building shortly before that time to allow them extra time to board their bus or meet the person responsible for their pick up. A staff member escorts kindergarten bus students to their respective buses.

Bus students in grades one through five are called by bus number for dismissal after walkers are dismissed. Automobile drivers are encouraged to arrive at school after 3:20 pm to avoid waiting to enter the front circle. If a student is not outside at the time their ride is here, the driver is asked to circle around. At least one staff member is present to facilitate the process and monitor safety. Please encourage your child to look for their ride when they get outside.

These daily routines generate many automobiles so we ask for patience and adherence to these procedures, as the safety of all our students is the utmost priority.

August 2020