



972.924.1360
www.annaisd.org/rosamond-sherley

[invest.instill.inspire.](#)

Robin Latham, Principal

Maegan Rodgers, Assistant Principal
Kimberly Kelly, Counselor

Drop Off and Dismissal Procedures

Drop off begins at 7:00 am
Tardy Bell rings at 7:25 am

Dismissal begins at 3:50 pm

Morning Drop off:

For safety reasons, dropping off students in the parking lot is never allowed. No early drop-offs before 7:00 am. There will be no one to monitor them before this time.

All students must be dropped off at the front entrance of the building. You may enter the carpool drive and follow the arrows directing flow of traffic. At no time should the bus lane be used for carpool drop off.



*Out of respect for everyone waiting in the carpool line, when dropping off or picking up your child, please remain in your car. We ask that you DO NOT park and walk up to drop off or pick up your child unless there are extenuating circumstances.

*For student safety, DO NOT drop your child in the parking lot or street and allow them to walk up on their own.

*If you must walk up to drop off or pick up your child, we ask that you cross in the designated crossing areas only and be prepared to wait until the carpool line is complete.

*West Drive is STRICTLY to be used for buses and service vehicles. At no time should you drop your child off in this drive.



Tardy Students:

*If you are dropping off a student past 7:25 am (once the carpool line has finished), you must park and come into the office to check your student in.

Afternoon pick up:

School is dismissed at 3:50 pm. All students must be picked up at the far northeast side of the building. At no time should the bus lane be used for carpool pickup.



*Each new student is issued 2 car stickers and 2 paper tags with their family number during the first week of school (returning students will continue to use the same number they received through their entire stay at RSE.) Any person without the family number with them at pick up will be asked to park and go to the office to show identification.

Early Pick Up:

*The only excused reason to pick up your child early from school is if your child has a medical appointment (send the medical note) or if our school nurse has sent your child home.

Early sign-outs must be done through the office before 3:25 pm. Students will not be released through the office after this time as we are preparing for dismissal, students are in transition, and may not have time to get your child at that time.

*We will not call your student down to the office until you are physically in the office with identification.

*Upon entering to sign out your child, a valid ID is required at the front office. Only individuals on the students pick up list will be allowed to pick up.

Transportation Changes:

*All transportation changes must go through the front office and be made before 3:15 pm. Please call 972-924-1360. If there is a need to sign your student out early, please do so in the front office before 3:25 pm.

*Please do not contact teachers directly through email or phone calls.

*Contact the front office if you need a bus pass or family number replacement.

Visitor Policy:

*Anyone entering the building must enter through the front office and provide a physical copy of their valid ID to be scanned into our Raptor system.

*Visitors will be required to leave their ID with the front office staff in exchange for a visitor badge that must be worn and visible while in the building. Your ID will be returned to you in exchange for the visitor badge upon exiting the building.

Lunch Visitor Policy:

*We will begin to allow lunch visitors on Tuesdays and Thursdays only. All visitors must have a valid ID. **Lunch visitors will begin the week of August 28th.**

*You and only your child will sit at the designated family lunch table. Friends of students are not allowed to sit with parents.

*You may choose to buy from the cafeteria or bring in outside food.

*We ask that you try to exit the cafeteria 5 minutes prior to the end of the lunch period in order for our teachers to follow procedures of classroom management.

Updated Lunch Schedule:

12:10 -12:40 -PreK

10:30-11:00 -Kindergarten

10:45-11:15 -First Grade

11:20-11:50 -Second Grade

12:05-12:35 -Third Grade

11:05-11:35 -Fourth Grade

11:35-12:05 -Fifth Grade

Attendance:

*If you sign your student out early for a doctor's appointment, please be sure to bring a note from the doctor when they return.

*Be sure to turn in all doctor notes and/or parent notes within 5 days of your students' absence. They may also be emailed directly to the campus registrar at rsregistration@annaisd.org.

FAQ's:**May I walk my student to class?**

Only parents of PreK & Kindergarteners will be allowed to walk their students to class on the first day of school only.

Is there bus service to/from RSE?

Bus service is provided for students who live in the Rosamond-Sherley Elementary attendance zone. Please direct any bus questions to our transportation department at 972-924-1800, or visit annaisd.org. Transportation registration is mandatory for every bus rider each year.

Can I show up and remove my child from the bus?

No, call before 3:15 pm to make changes to your students' transportation. Our bus drivers must follow policy and are not permitted to release students prior to their designated bus stop.

Can I purchase extra car stickers or family number cards?

Absolutely, if you are on the student's emergency contact list and have permission to pick up! Family number cards are \$1 and car stickers are \$3.

Who can pick up my student?

The enrolling parent/guardian has permission to add and delete anyone on their student's emergency contact list, as well as give them permission to pick up the student. If the person is not on the list, the student will not be leaving with them. For safety measures, we have to have a written note that morning or add them on the emergency pickup list, so that they may pay for a family number card/car sticker.