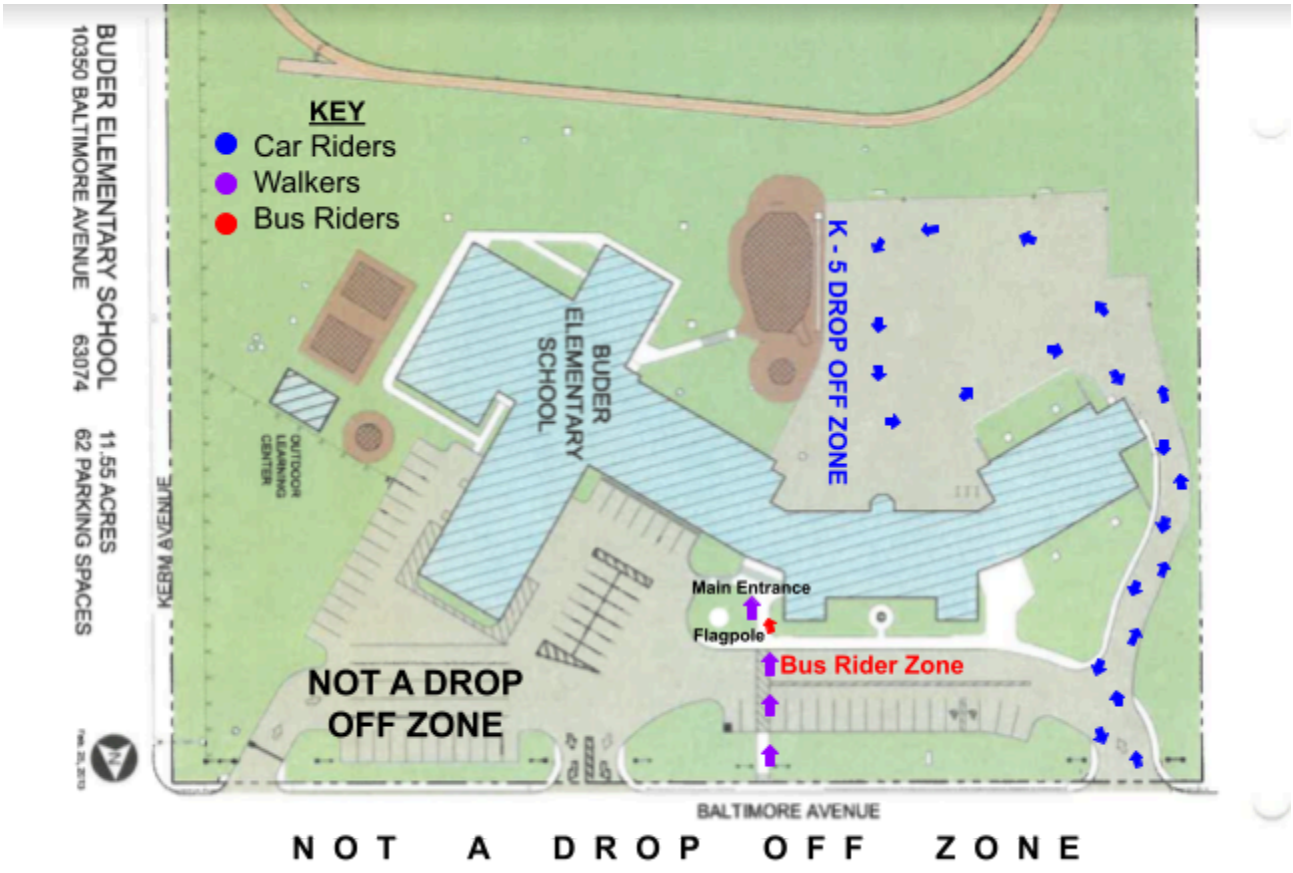
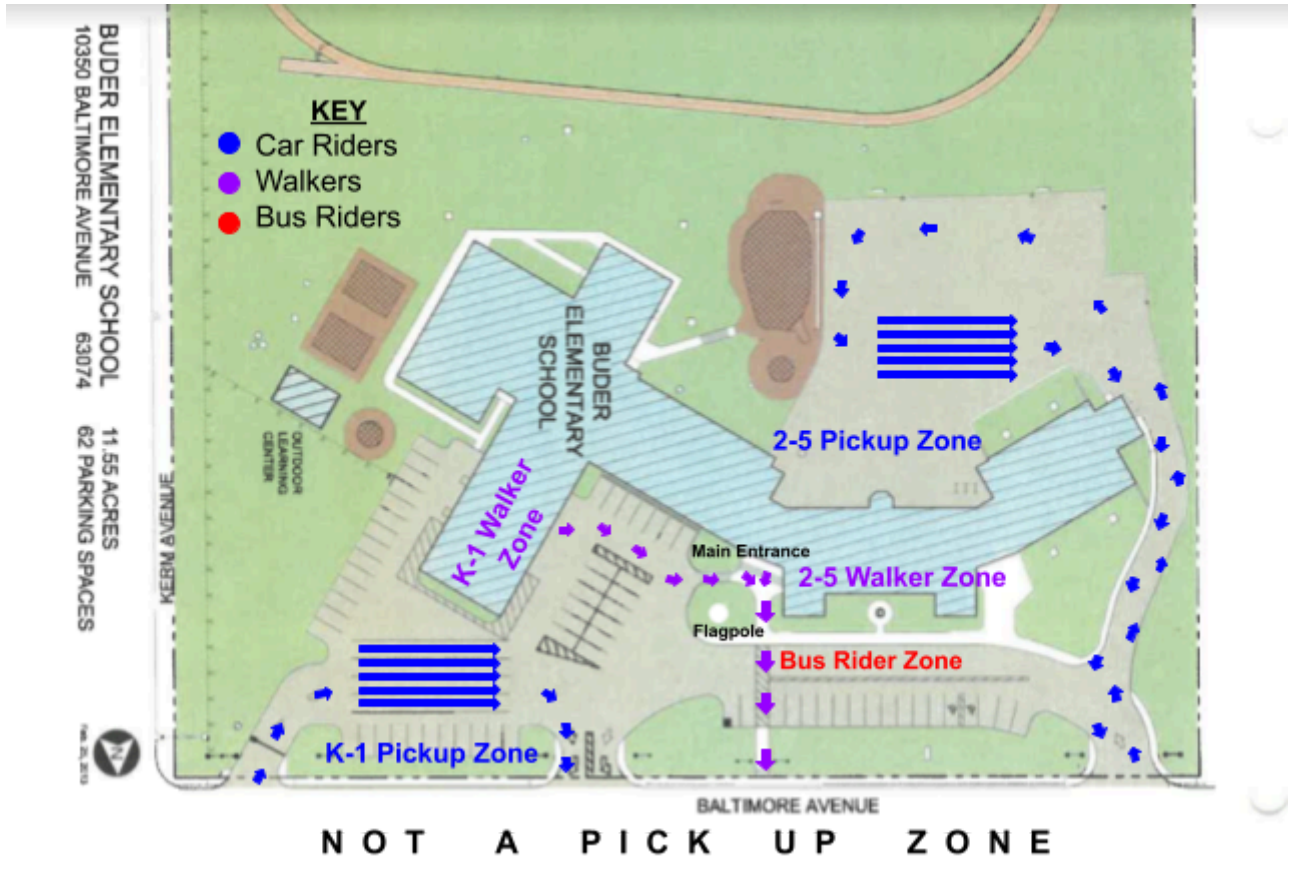
Buder Elementary Arrival Procedures



NOT A DROP OFF ZONE

Dismissal Procedures



NOT A PICK UP ZONE

BUDER ELEMENTARY SCHOOL

July 2026

Hello Buder Families,

We are so excited to welcome our Buder Bobcats back. We want to send out some reminders about arrival and dismissal.

Arrival - begins at 8:15 a.m.

- Arrival times are between 8:15 a.m. and 8:40 a.m. School supervision is not provided before 8:15 a.m., and students, especially walkers, should not arrive until then. Students arriving after 8:40 a.m. are tardy, and those minutes count against their attendance. (See Arrival and Dismissal and Attendance/Absences in the Ritenour Parent-Student Handbook for more information, or Child Care for before-school care.)
- Walkers and bus riders will enter the building using the main entrance by the flagpole. Walkers are expected to use the crosswalk in front of the building and wait for our staff members directing traffic before crossing.
- All students being dropped off at school by an adult should do so at the back, using the far west entrance and following the path along the side of the building.
- Baltimore is not a drop-off location. To protect the safety of all our students, families, staff, and community, please do not stop in front of the school; have your child walk into the school.
- Parents are strongly encouraged to allow students to walk to class on their own. We have staff members in the hallways available to help students as needed. Help us keep the back drop-off line moving by following these simple steps.
    - Pull forward to the library double doors and unload on the right side closest to the building or playground. Students will enter through the cafeteria door.
    - Have your student ready to exit the vehicle when it is their turn.
    - Stay in the car; we have staff members on duty to assist your little ones as needed.
    - Once your child has left the car, please follow the line of vehicles in front of you toward the exit slowly and carefully. To ensure everyone's safety, we ask that you do not pull out in front of or around other vehicles.
- If you want to walk your students in the building, please follow these simple procedures.
    - Park in the pick-up lanes in the lower lot in front of the east side of the building
    - You must enter and exit the building through the main entrance by the flagpole
    - You must sign in at the door
    - You must exit the building by 8:40 am to protect instructional time.
- Please be mindful of your speed during arrival and dismissal. We want to keep everyone safe. Be sure to pay attention to traffic signs and the direction of traffic. Cars are not allowed in the bus lane. We ask that you be courteous to our on-duty staff, as they are working to help our students stay safe.

Dismissal - begins at 3:35 p.m.

- Dismissal times are between 3:35 p.m. and 3:45 p.m. School supervision is not provided after 3:45 p.m., and students should not remain at school after that time. (See Dismissal Expectations or Child Care in the Ritenour Parent-Student Handbook for more information on after-school care.)
- Students will be called to dismiss to their assigned location in this order: Walkers, Bus Riders, Daycare, and Car riders. Students will begin exiting the building at 3:35 p.m. when the bell rings.

K-1st grade:

- Walkers - An adult or older sibling will meet students at the door at the end of the crosswalk by the window labeled “6.” Kindergarten and first-grade students will not be allowed to dismiss alone.

- Car riders - Pickup for kindergarten and first-grade students (and older siblings) is in the front lower lot. Please use the far east entrance and form 5 lines of 5 cars each, completing the first line closest to the building before starting the next line.
- If you have children in K-1st with a 2nd-5th sibling, pickup will be on the lower lot or from Rm 6 for all siblings.

2nd-5th grade:

- Walkers: Students will be dismissed from the main entrance by the flagpole and escorted across the crosswalk. Parents wanting to meet their students at the stairs will be expected to follow walking procedures and use the crosswalk and sidewalks as directed with their students. Please refrain from parking in front of or next to the school (on Baltimore or Krem) and pick up "walking" students. Baltimore and Krem are not pick-up zones for any students.
- Car riders - Pickup for second through fifth-grade students is in the back. Please use the far west entrance and follow the path along the side of the building to the back. Form 5 lines of 5 cars each, completing the first line in the second lane closest to the building before starting the next line. Please reserve the first lane for SSD students needing an escort.
- If you have children in K-1st with a 2nd-5th sibling, pickup will be on the lower lot or from Rm 6 for all siblings.

Dismissal Changes end at 2:30 p.m. (for emergencies only)

- Parents are strongly encouraged to select one consistent form of dismissal (walker, bus rider, daycare rider, Y-Club, or car rider) for their student(s) to use every day, or to have a set dismissal schedule, such as MWF car rider and TR walker. Repeated changes to dismissal procedures can cause confusion for students and staff and sometimes result in students not dismissing properly. Please refrain from changing dismissals during the school day whenever possible.
- In the event of an emergency requiring a change to your child's dismissal procedure, you must contact the office at (314) 493-6300 by 2:30 p.m. to notify an office staff member. They will notify the teacher(s). No changes will be made after this time, at the word of a student, and/or by notifying the teacher. Please help ensure all students go home safely by following the procedures in place.

Parent Early Releases end at 3:00 p.m. (for emergencies only)

- Students are strongly discouraged from leaving school early whenever possible. Tardies and early releases always affect a student's attendance, and every minute a student is not in school adds up, regardless of the reason.
- We acknowledge that there are some unavoidable circumstances, such as doctor appointments, family funerals, and student illnesses. It is recommended to schedule appointments in the morning before school or in the afternoon after school whenever possible. Students are expected to be at school before and/or after doctor appointments if they are well. (See Arrival and Dismissal and Attendance/Absences in the Ritenour Parent-Student Handbook for more information.)
- When an early release is required, caregivers are expected to arrive at school before 3 p.m. Students will not be released for dismissal between 3-3:35 p.m. Thank you in advance for scheduling appointments and planning accordingly to comply with this policy.

We ask for your patience as we work to get all our students in the right location prior to dismissal.

Thanks for your attention to this matter,
Melisha Mack, Ed.D
Principal
Buder Elementary
mackm@ritenourschools.org