DREXEL AVENUE SCHOOL
ARRIVAL & DISMISSAL PROCEDURES

SAFETY FIRST!

Safety is always a joint effort for us — especially during arrival and dismissal time. If everyone follows these guidelines, arrival and dismissal will be safe and efficient.

- The safety and security of our students is paramount. All visitors must report to the Security Desk every time they visit Drexel Avenue School. One of our security guards will ask you to sign in, ask for identification and give you a visitor’s badge to wear while you are in the building.

ARRIVAL
Breakfast is served at 8:45 AM

- Walkers and students who are dropped off should arrive by 8:45 AM. Those who want to eat breakfast are to go directly to the cafeteria. Students in grades 1 & 2 are to report to the auditorium. Students in grades 3-5 are to line up outside on the blacktop. During inclement weather, students in grades 3 & 4 are to line up in the cafeteria and students in grade 5 are to line up in front of their classrooms.
- For safety reasons, students should not arrive before 8:45 AM, unless they are in an early morning program.

DISMISSAL
School ends at 3:00 PM

Bus Departure

- Buses will depart starting at approximately 3:05 p.m.
- Teachers will escort students to the buses that have arrived by 3:00 p.m.
Teachers will escort students whose buses haven’t arrived by 3:00 PM to the auditorium.
Cars or any other vehicles are NOT permitted in the school bus loading area. This will be strictly enforced.

**Dismissal for Walkers (Students Without a Bus Assignment)**

- Dismissal will begin at 3:00 PM during a regular day schedule or at 11:45 AM during an early dismissal schedule.
- At 3:00 PM, parents/guardians will assume responsibility of their children. If an adult is not present to pick up the child, he/she will be brought back into the main office.
- If you would like your child to walk home without supervision, please submit a request in writing to the building principal (Grades 3-5 only).
- Cars must be parked on the street or in our parking lot.
- Parents/guardians of students in **grades 1 and 2** will enter the school using the auditorium door entrance and will exit the school using the stage doors.
- Parents/guardians of students in **grades 3, 4 and 5** will enter the school using the gymnasium door entrance located in the back of the school and will exit the school using the main entrance.
- Students will not be dismissed to a stopped car in front of our building.
- Parent pick up students will need to be signed out each day.
- If parents or guardians are not present at dismissal, students will be asked to come to the Main Office and parents will be contacted.

**Change to Regular Dismissal**

- A change of regular schedule means that your child is going home in a manner different than indicated at the start of the school year.
- If your child is scheduled to ride a bus, is a walker, or is picked up by an adult, and you have instructed them to be dismissed in a different manner, a "Change to Dismissal" form must be sent in to your child’s teacher for that day indicating the change to your child’s dismissal.
- The "Change to Dismissal" form can be downloaded from the district website. Copies
are also available in the Main Office.

- The "Change to Dismissal" form must be sent in to your child's teacher the morning of that change. Please do not send in notes for multiple days.
- The teacher will notify the office of that change.

**Early Dismissal**

- If a student is to be dismissed early, parents should send the teacher a note. Teachers will forward the note to the Main Office. Parents must come into the Main Office to pick up the students for early dismissal. Please bring ID with you. We will check ID's until we get to know everyone. Thank you for understanding; this is for your child's protection.