



## NEW Arrival and Dismissal Procedures for Magee Elementary School 2015-2016

The new construction at Magee is truly an awesome sight to see. The construction has allowed some exciting new learning spaces to be created for our students. An important part of the referendum also focused on improving the safety and security at each of our buildings. Magee has a tradition of being a warm and welcoming community; a family. That tradition will continue as we make some changes to routines and procedures that ensure the safety of our children. We ask for your patience and understanding as we implement these procedures.

Below you will find information detailing arrival and dismissal routines and procedures.

### Arrival:

Students arriving prior to 8:20 AM will continue to be allowed to wait in the lobby (area between the inside and outside front doors). **PLEASE do not drop students off prior to 8:10 AM.** Students will be able to enter the building beginning at 8:20 AM. Students are expected to be in class by 8:30 AM. *During the first week of school, parents will be able to walk students to classrooms, if they wish, without signing in.*

### Beginning on SEPTEMBER 8, 2015

Students only will be allowed beyond the inside lobby doors beginning at 8:20 AM. If parents wish to walk a student to the classroom, he/she will need to sign in and get a visitor badge from the office. Smiles, hugs, kisses and waves are encouraged from the lobby or from the car drop off line. This change is for two reasons:

- When parents sign in and out at the office there is an accurate record of who is in the building in the event of an emergency.
- Even our littlest Engineers can begin to build responsibility by getting to their classrooms independently and being ready to learn at 8:30 AM.

### Dismissal:

There will continue to be four options for students after school:

1. Riding the bus
  - Students riding the bus home will now exit the building through the doors by the first grade classrooms to board their assigned bus. This change will help with the flow of traffic through the front doors.

2. Car pick up line
  - Procedures for car pick line will remain the same as in the past. The barricade at the car pick up entrance will be opened at 3:15 on Monday, Tuesday, Wednesday and Friday. It will be opened at 2:45. Cars should form two lines once they are on the playground area in order to accommodate as many cars as possible.
  
3. In school parent pick up
  - Parents who prefer to come in the building at the end of the school day for pick up will now wait inside the lobby area. The lobby area is located between the two sets of doors just outside of the office. Parents **should not** check in at the office at this time. At dismissal, students will continue to be signed out by a staff member before being allowed to go with their parent or another approved adult.
  
4. Attend After School Care in the Magee Gym.
  - This requires pre-registration through the After School Care Program.

The dismissal of students will be in the following order:

1. After school care, car pick up and parent pick up dismiss first.
2. 5K-1 Bus students
3. 2-3 Bus Students
4. 4-5 Bus Students

\*\*\* 5th Grade students (Bus Conductors) will continue to hold signs for the buses.

\*\*\* EC students will put on buses by staff.