

James Ryder Randall Elementary School



Arrival & Dismissal Plan

School Office hours are 8:30am - 4:00pm
School Hours for Students are 9:30am - 3:40pm

Principal - Dr. Jessica Grant, NBCT

Arrival - Walkers/Bus Riders:

1. No student should report to school prior to 9:15 a.m. as there is no supervision for his/her safety prior to that time.
2. Students should line up in front of the school and enter through the main entrance doors. It is very important for all students to arrive on time each day.
3. All students are permitted to enter the building at 9:15 am to participate in the Free Breakfast in the Classroom Program and students are to report directly to the classroom.
4. Students should be seated and ready for instruction at 9:30 a.m.
5. Parents are encouraged to allow their children to enter the building independently.
6. All non-bus riding students arriving at school after 9:30 am should be escorted by a parent to the main door to receive a tardy pass.
7. Walkers should stay on the sidewalk and follow the directions of school personnel.
8. Walkers will enter the building through the main doors.

Arrival/Dismissal- Car Riders:

1. Parents should follow the following procedures when dropping their scholar(s) off in the mornings.
2. Parents will pull into James Ryder Randall parking lot and proceed to the staff parking lot in the rear of the school.
3. Parents should then loop around the staff parking lot and proceed to the walkway located before the temporary buildings.
4. Students will exit/enter the vehicles at this location. Parents remain in the car at all times.
5. Students will enter the building through the side door near the gym
6. Parents should follow the direction of the staff members.
7. Parents should not exit their vehicle.
8. Once the student has exited the vehicle, parents may proceed and the next car will pull up.
9. Parents will use the same location to enter/exit James Ryder Randall Elementary.

Dismissal:

Afternoon announcements begin at 3:35pm, before students are dismissed.

- The students who are dismissed as car riders assemble in the gym. There are 3-4 staff members on duty to ensure that each student reaches their appropriate parent/guardian/provider. Parents are to remain in the car at all times.
- During dismissal, a staff member on outside duty informs the main office (via walkie talkie) of what buses have arrived. Once the hallways have cleared, each individual bus is called. Each student is permitted to exit the building through the main doors.

- If there is a late bus those students are called to report to either the main lobby to wait in a quiet line or to the cafeteria to wait with 2-3 staff members until their bus arrives. Parents are asked to send in a note with any changes to their child's afternoon routine. The goal is for all students to be dismissed from the school by 3:55 pm each and every day.

Early Dismissal:

**ALL VISITORS MUST MAKE AN APPOINTMENT FOR THE MAIN OFFICE.
THIS IS FOR THE SAFETY AND PROTECTION OF EVERYONE.**

- Parents are able to pick up their student(s) throughout the course of the day for appointments.
- The cut off time for early dismissal students is 3:00 p.m. from the main office.
- Each parent/guardian must provide their state issued identification card and be listed on the student(s) emergency card.
- If the individual picking up the student is not on the emergency card, the parent is contacted to verify whether the adult is able to pick the student up from school.
- Each parent/guardian/adult picking up the student(s) is required to sign the student(s) out in the main office and exit through the main entrance of the school building.
- No verbal authorization to remove a child from the premises will be accepted.