

# Linden Elementary Arrival and Dismissal Procedures

Mrs. Rose, Principal

Mrs. Westrick, Assistant Principal

Bob Snyder, School Resource Officer

Safety Committee Members

Casey Blanton

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# We've been Listening!

Improve the safety of the arrival and departure of our students and their families.

Expedite the time it takes to drop off and pick up your student.

# Path to Change-Collaboration

Parent Meetings

Involved Resource Officer

HCSD Bus Director, Director of Business Operations, and Building and Grounds Director

Visited Various Schools

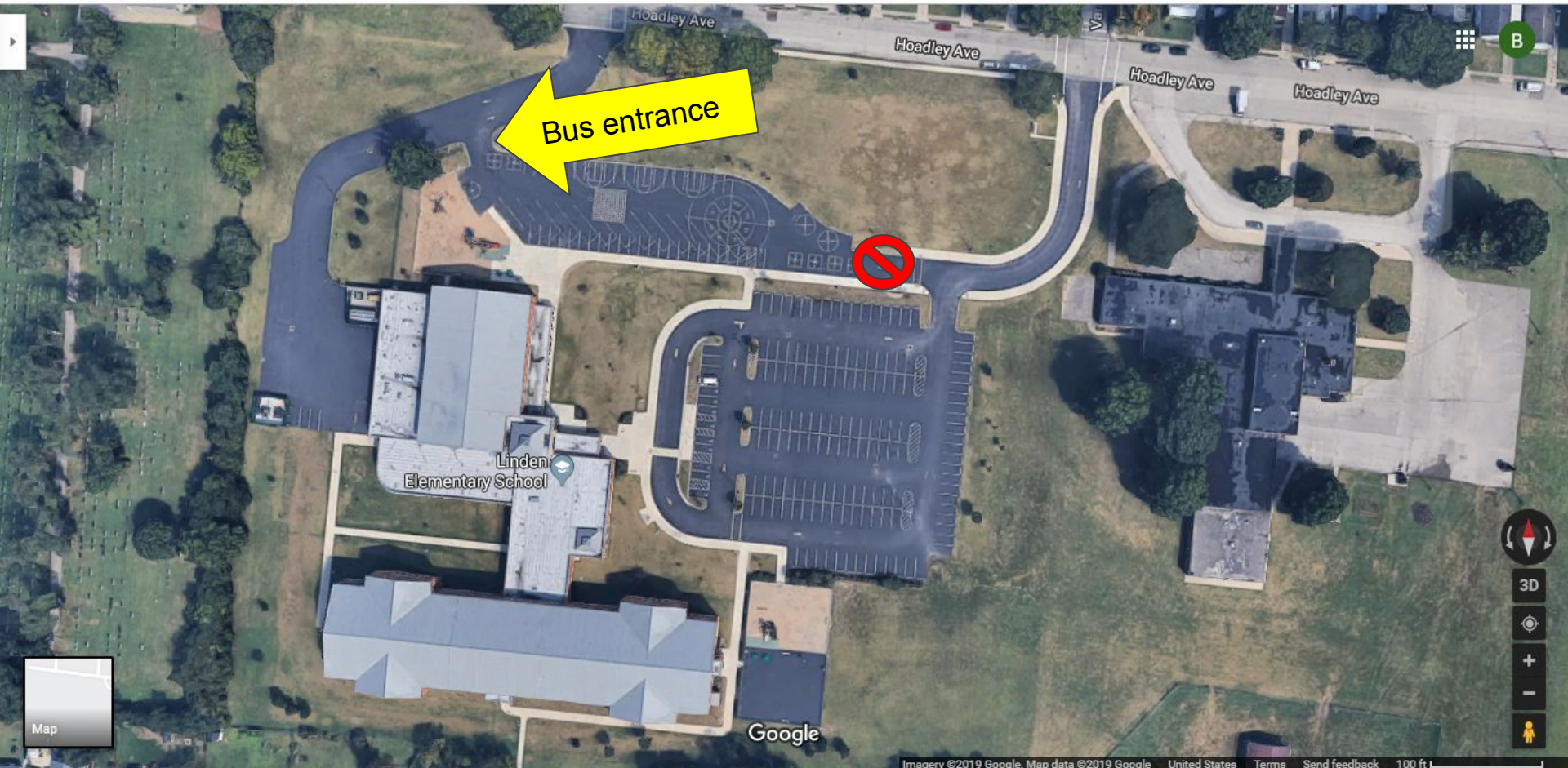
Safety Committee

Revisions for 2019-2020

# Mornings - Buses

- Buses will drop off in the side lot and will turn around and drive out of the same side lot entrance.
- The gate to the front entrance will be closed to allow only main parking lot traffic to enter and exit.
- Students will exit their bus and wait under the canopy until they enter the building at 8:50.
- Staff members will be on duty to hold doors, supervise, and direct students.
- UTS and Daycare vans will pickup and drop off in the back of the building. Students will wait in back hallway with a staff member on duty.

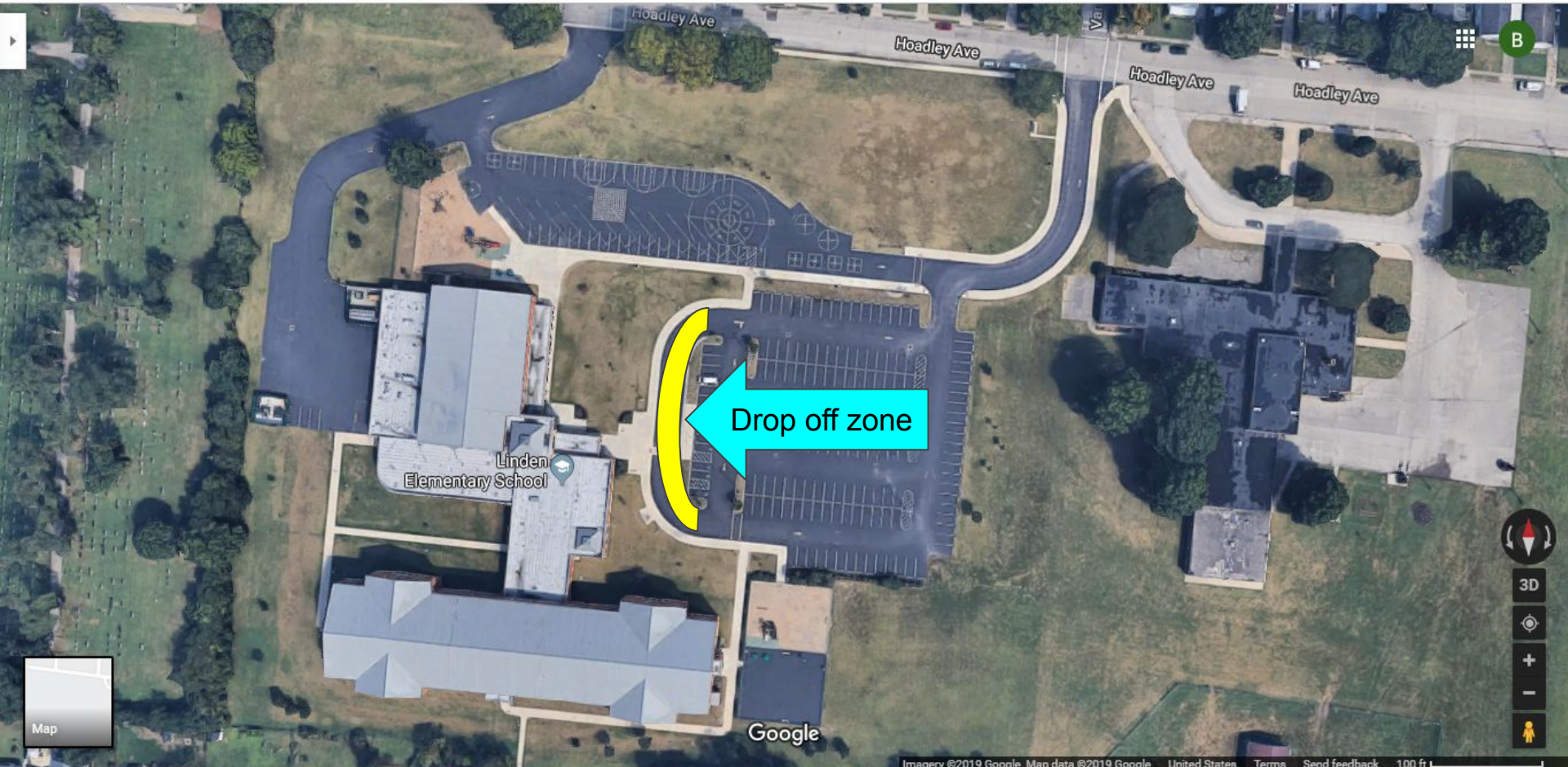
# Linden School Grounds



# Morning - Car Drop off

- There is ONLY one drop off safety zone, this is marked by a blue line on curb and next to sidewalk.
- Families dropping off students are asked to stay in vehicles to expedite this drop off and to keep everyone safe.
- Your children should unload on the right-hand side of your vehicle next to the safe sidewalk.
- When in the drop off safe zone, drive as far ahead as possible as guided by our staff, before unloading your child.
- Please make sure students are ready to quickly exit the vehicles.
- Trained individuals will be present to open and close car doors.

# Linden School Grounds





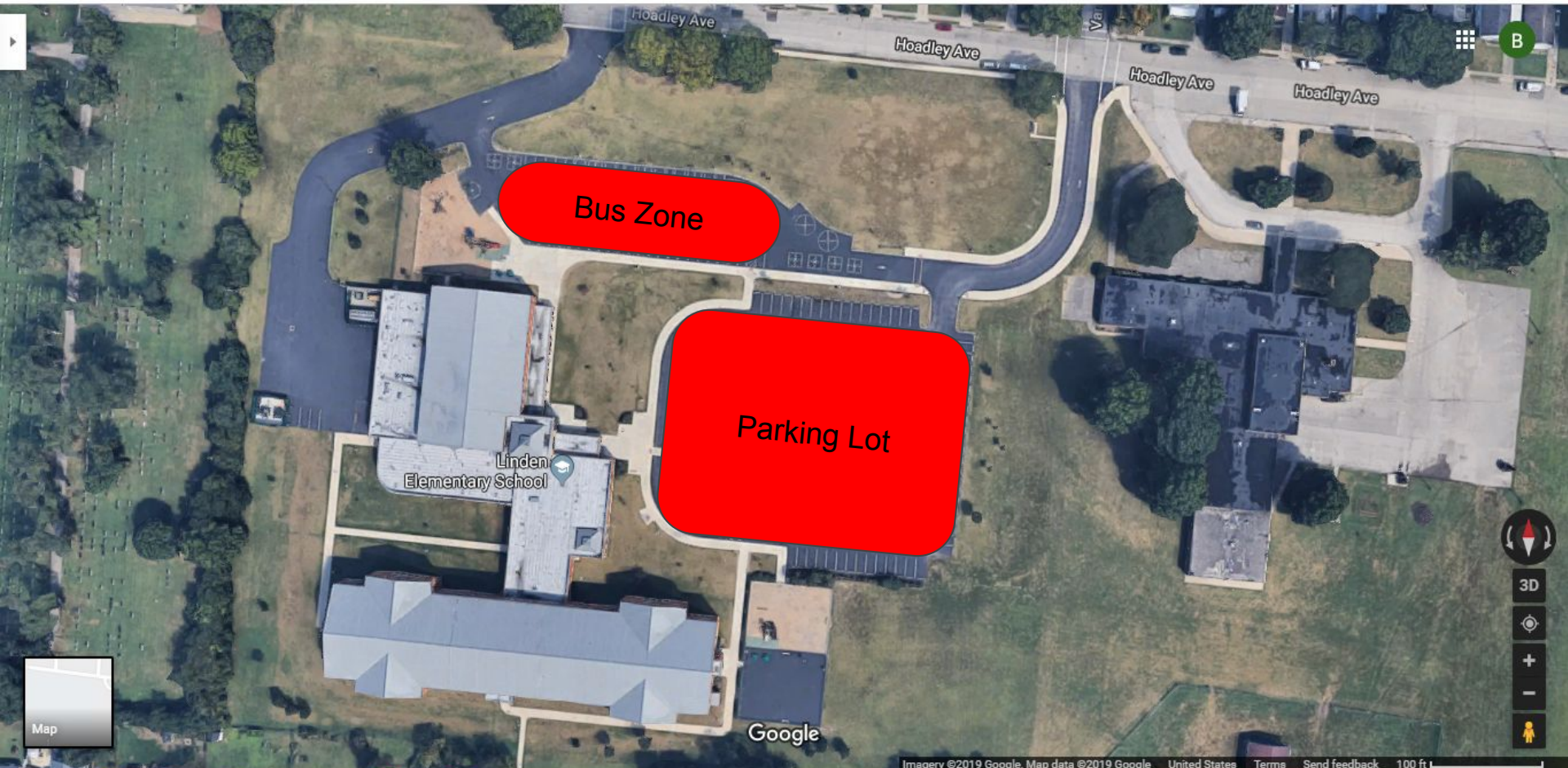
# Morning - Walkers

- Walkers must follow the sidewalk and use crosswalks.
- Walkers are not to cross the bus zone or cross through the parking lot at any time.
- Walkers will wait outside upon arrival until the bell rings (if early). They will be entering through the main doors into the lobby area and onto class
- Please be mindful we do not have supervision before 8:50 am all students arriving before will wait outside until that time.

# Morning - Bicycle/Scooter/Other

- Students riding bicycles, scooters and other self propelled vehicles must dismount and walk while on school property.
- Students must use sidewalks and crosswalks once on school property.
- Please be mindful we do not have supervision before 8:50 am all students arriving before will wait outside until that time.

# Linden School Grounds



# Morning - Students with disabilities parking

- Parents who park in the individuals with disabilities spots will have a designated drive leading to this area of the parking lot.
- Families not needing these parking spots will continue in the car drop off lane next to sidewalk.
- PreK/K will also access the drive for designated parking for these students

# Linden School Grounds



Students with Disabilities parking

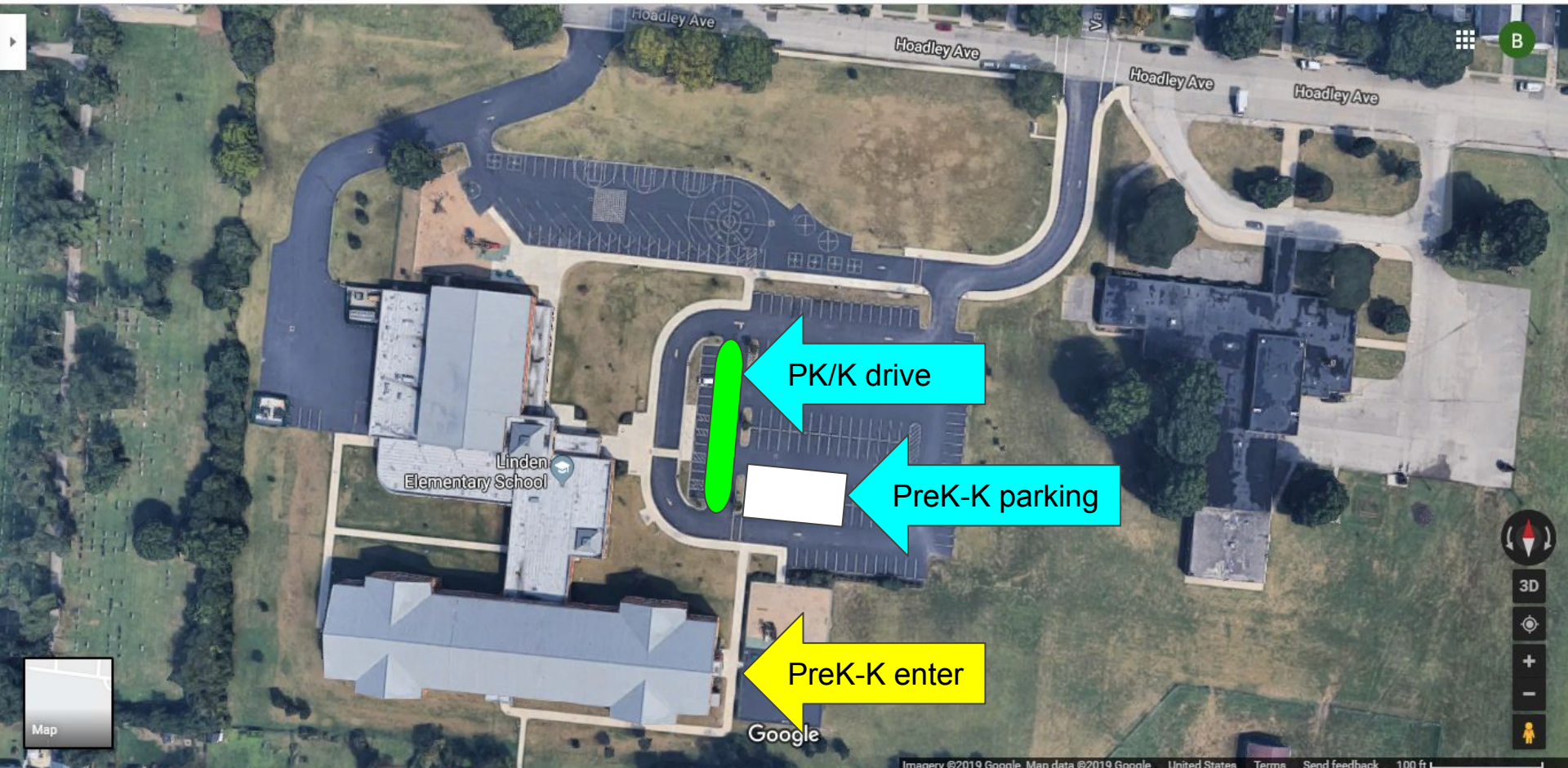
Linden Elementary School

Google

# Morning - Preschool and Kindergarten students

- Parents will park in the PreK/K parking.
- Students are to be walked up to the PreK/K doors.
- Only students in PreK/K will be entering through these doors.
- Staff will be present to direct parents to the designated area for parking during the first few weeks of school.
- PreK/K teachers will be assisting in the arrival procedures by holding doors open for students, and supervising children as they are walking to their classrooms.
- Please be mindful we do not have supervision before 8:50 am all students arriving before will not be allowed in the building until that time.

# Linden School Grounds



PK/K drive

PreK-K parking

PreK-K enter

Linden Elementary School

Google

Map

**Afternoon Dismissal**



# Afternoon - Preschool and Kindergarten Pick-Up

- Parents park in the designated PreK/K parking spots.
- PreK/K students will be dismissed at **3:40 PM** in the afternoon. Any PreK/K student with an older sibling attending Linden will be permitted to dismiss with the PreK/K student out of the PreK/K pod doors at 3:40 in the afternoon in the hopes of decreasing congestion in the parking lot.
- PreK/K teachers will be assisting in the afternoon dismissal at their pod doors located by the preschool and MD playground.

# Linden School Grounds



# Afternoon - Walkers

- Walkers will be dismissed at **3:45 PM**.
- Walkers must have a note at the start of the school year giving permission to walk home.
- Walkers must follow the sidewalk and use crosswalks. Walkers are not to cross the bus zone or parking lot at any time.
- Walkers will exit through the main doors from the lobby area or door C. Grade 1-3 will be escorted by staff to outside area.

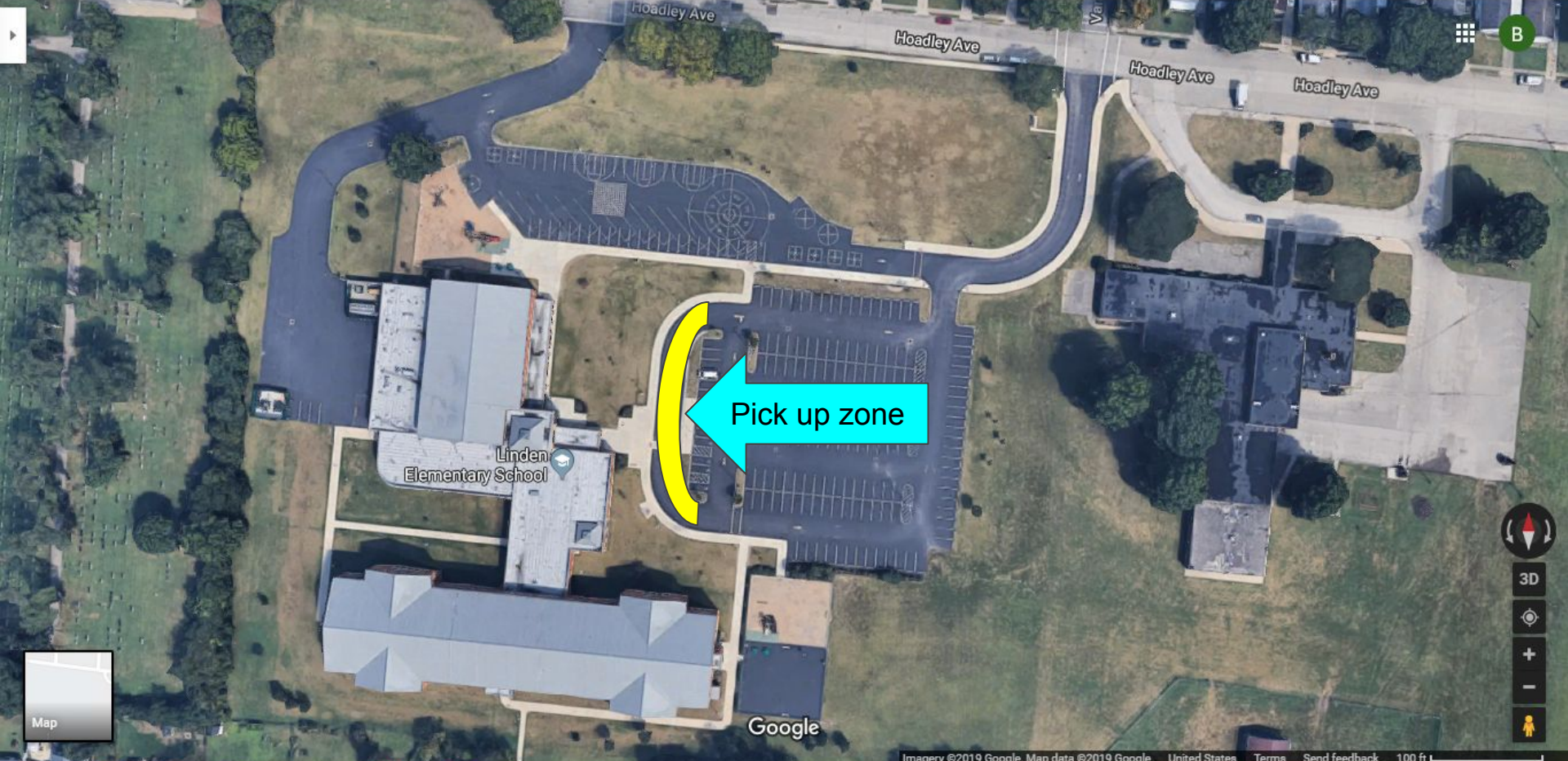
# Afternoon - Car Riders

- Car riders will be dismissed at 3:50 PM to go to designated waiting area for pick up.
- There is ONLY ONE pick-up safety zone, this is marked by a blue line on curb and next to sidewalk.
- For safety reasons, car riders will no longer be permitted to cross the main parking lot.
- Families picking up students are asked to stay in vehicles to expedite the pick-up and to keep Linden students safe.
- Each family will be assigned a number for safety and privacy of arrival.

# Car Tags

- Each family will be assigned a number for safety and privacy of dismissal.
- Family number will be on tag to be placed on dash.
- The numbers on these tags will **not** change from year to year.
- Linden will supply two car tags per family.

# Linden School Grounds



Pick up zone

Linden Elementary School

Google

Map

# Afternoon - Buses

- Students will wait in classrooms and listen for their bus number to be called over the intercom.
- By 4:00, remaining bus riders will be consolidated in a designated area and staff members on duty will supervise until the arrival of the remaining buses.
- **UTS/Daycare**  
UTS and Daycare vans will pickup and drop off in the back of the building. Students will wait in back hallway with a staff member on duty.

# Linden School Grounds

