

## MIAMI SHORES ELEMENTARY SCHOOL - ARRIVAL/DISMISSAL PROCEDURES

We have established arrival and dismissal procedures to maximize and ensure student safety. Please adhere to the following arrival and dismissal procedures AT ALL TIMES. **Parents and visitors to must first register with security at the main entrance, sign-in, produce photo identification and then proceed to register in the main office. Entering the school building without following the proper procedures is considered trespassing.**



### BELL SCHEDULE

VPK – 1st Grade	8:20 a.m. – 1:50 p.m.
2 <sup>nd</sup> – 5 <sup>th</sup> Grade	8:35 a.m. – 3:05 p.m.
2 <sup>nd</sup> – 5 <sup>th</sup> Grade (WED)	8:35 a.m. – 1:50 p.m.



## ARRIVAL

All students in grades Pre-Kindergarten through 5<sup>th</sup> grade are to be dropped off utilizing the following procedures. **Students are not to be walked to their classrooms.** Once students arrive at school they must proceed to the cafeteria/interior courtyard where supervision is available. Students will be picked up by their teachers from the courtyard and escorted to class.

- *Car line* – Parents using the car line (STRONGLY RECOMMENDED) are asked to utilize the designated drive thru on N.E. 5<sup>th</sup> Avenue. Pull up as far as possible in the designated area before allowing student passengers out of the vehicle. Staff assigned will assist students with unloading your child. Do not stop, park or get out of your vehicle to open your vehicle's trunk or doors as this creates a safety hazard and delays traffic in the area. Students must gather belongings and be prepared to exit the vehicle quickly and safely.
- *Walkers* - Parents choosing to “walk” to drop off students are asked to report to the walk-up area (N.E. 5<sup>th</sup> avenue BLACKGATE). Students will be received by designated personnel at this gate.
- *Bus* – All students transported on a shuttle bus or private bus will be dropped off students at the designated area on N.E. 5<sup>th</sup> avenue.
- To ensure the safety of all students, no student should arrive before 7:30 a.m. There is no adult supervision before this time. Upon arrival, students are to report to the cafeteria sit in their designated space which is identified by the teacher's name.
- Students participating in the school breakfast program should arrive to school between 7:45a.m. and 8:10 a.m. Breakfast will be served until 8:15 a.m. Please be advised that parents will not be permitted in the cafeteria to pay for student lunches or to have breakfast with students.
- Students in grades Kindergarten through first grade must be seated in their classroom no later than 8:20 a.m. Students in grades second through fifth grade must be seated in their classroom no later than 8:35 a.m. Students arriving to class after the designated time are considered tardy and must report to the Main Office for a tardy pass and the teacher must mark the student tardy.

# DISMISSAL

Parents will not be allowed into the building during dismissal. Students will not be released within the final thirty (30 minutes) of the school day unless authorized by the Principal (emergency only). All students will be dismissed from their designated location as follows:

- *Car line* – Parents using the car line (STRONGLY RECOMMENDED) are asked to utilize the designated drive thru in the front of the school off 5<sup>th</sup> Avenue. Each student will receive a sign with their name and homeroom teacher. **Please place the signs on your dashboard so that your vehicle will be easily identified.** Pull up as far as possible in the designated area before allowing student passengers into the vehicle. Staff assigned to dismiss students will assist with loading your child into your vehicle. Please do not turn off your engines or park in the car line. Refrain from using your cell phone and radio. THERE IS NO PARKING IN THE PICK-UP AREA. CARS WILL USE THE LEFT LANE TO PASS OTHER VEHICLES.
- *Wednesday Primary Dismissal (PreK–1st grade)* will occur off N.E. 5th Avenue
- *Walkers* - Parents choosing to “walk up” to pick up students must report to the walk-up area (black main gate or teacher/ staff parking lot 97<sup>th</sup> off 5<sup>th</sup> avenue). Students will be dismissed by designated personnel at this gate. Use the CROSSWALK at all times. Parents are not permitted to enter through the gates in the carline area to pick up students. Any student walking home MUST have an authorization form on file.
- *Bus* – All students transported on a shuttle bus or private bus will be picked up from the main entrance of the building located on 5<sup>th</sup> Avenue.
- *After School Care* – Students enrolled in the after-school care program will be picked up from their classrooms by their designated leader. Parents picking up their children from the after-school care program are asked to report to the After-School Care desk located in room 105A

## **Late Pick-ups**

- All students are to be picked up at their designated dismissal time on a daily basis. Students who have not been picked up 15 minutes post their dismissal time are considered a late pick up. Parents failing to pick up their child(ren) on time will be asked to enroll in our after-school care program. The school does not have school staff available to monitor children who are left behind at pick up time.
- While we understand that occasional emergencies may occur, it is our expectation that students will be picked up in a timely manner each day. Security personnel will be available for 20 minutes after dismissal to oversee students, after that time, late students are walked into the Main Office. Students who are picked up late 3 or more times during a nine-week period will not be able to participate in extra-curricular activities and/or field trips. NOTE: If a child has not been picked up by 5:00 p.m., a call to the Florida Abuse Hotline will be placed.
- **Rainy Day Dismissal**  
Discuss with your child provisions for rainy days, so that last minute telephone calls are not necessary. The “Walkers” dismissal will be altered to allow parents to escort their children.
- **Severe Weather Procedures**  
On days of severe weather storms students will not be escorted to their cars or the walker gate due to safety concerns for students and staff members. Parents will be asked to pick up their child from the classroom or designated area.