

EVANSDALE ELEMENTARY SCHOOL PROTOCOLS

Student Transportation Protocols

At registration, parents/guardians will be asked how their children will be picked-up in the afternoon. Master lists are compiled and children that ride buses are checked off each afternoon to ensure student safety. **Please notify the homeroom teacher (changes in carpool AND bus) or the front office (bus only) if your afternoon arrangements change.** Please notify the appropriate staff before 11am so that the daily bus sheets are accurate. In the event you have an emergency that merits a last minute change of plans, please notify the front office before 2pm so that they can make the change. *Students who are not normally bus riders will not be allowed on buses when their names are not reflected on the bus lists.

SAFETY PRECAUTIONS

To ensure the safety of our students, parents entering the school building (regardless of purpose: volunteering, pick-up, etc) should enter through the front doors only. Parents and volunteers must complete the visitor/volunteer sign-in logs in the front office.

For the safety of all students, pets are not allowed in the building.

INSTRUCTIONAL DAY

Students should arrive at school each day between 7:30-7:50am. Students have many morning responsibilities, including signing up for lunch, unpacking, turning in assignments, and generally preparing for their day. With this in mind, please make sure that your student arrives by 7:50am each day so that instruction can begin promptly. Students arriving after 8am will be counted tardy.

ARRIVAL and DISMISSAL PROCEDURES

Car Riders

Morning Drop-off (Front Circle)

Students may be dropped off between 7:30-7:50am each morning. Drivers should not arrive before this time, as their student will not be supervised (Student safety patrols and Friendly Helpers do have earlier drop-offs as part of their school responsibilities). Drivers should drive slowly in the circle and pull forward as much as possible. Drivers should not talk on their cell phones while in the circle.

The first week or two of classes it is acceptable to walk your child to class. After this time, parents/guardians are encouraged to drop their children off in the circle. This fosters independence and increases student confidence. Please make sure that your child is ready to exit when your vehicle door is open to keep carpool moving efficiently.

Following drop-off, parents should turn right out of the circle and watch closely for children who might be walking to school.

Students dropped off between 7:30 and 7:45am will be corralled in the cafeteria and then dismissed as a grade level at 7:45am. Students arriving at 7:50 will be asked to report directly to their classrooms.

Students have many morning responsibilities, including signing up for lunch, unpacking, turning in assignments, and generally preparing for their day. With this in mind, please make sure that your student arrives at 7:50 so that instruction can begin promptly. Students who arrive after 8am will be counted tardy. Drivers should not park their vehicles in the circle after 1pm as buses begin arriving for afternoon dismissal.

Afternoon Pick-up (Lower Parking Lot)*

Please do not park on the right side of the lower lot between 1:30-3pm. Cars parked here block the carpool dismissal lanes. Car riders are dismissed each day at approximately 2:27pm.

Parents picking up their children should pull up as far as they can behind one of the three marked lanes. Drivers should not leave their cars unattended. Students will be lined up by grade level, and escorted to cars by teachers or student safety patrols.

*In the event of rain, students will be dismissed according to the Rainy Day section of this document.

Drivers must watch their surroundings carefully, and exit the parking lot by making a right turn on Evans Woods Drive.

For their safety, all students should be picked up each day before 2:50pm, as supervision after that time is not provided. Families who repeatedly have students unsupervised at school after this time will be referred to the school Social Worker.

Walkers

Parents wanting to walk with their children should park on the street (only the side closest to Evansdale).

Parents who would like their child to walk home independently should make sure that the classroom teacher knows of this arrangement. Walkers will be dismissed as a group around 2:27pm and will walk to the crosswalk together where the crossing guard will allow for them to safely cross the street if required to reach their destination.

Bus Riders

Morning Bus Arrival

Each morning as buses enter and unload in the front circle, students will be greeted and supervised by staff members and student safety patrols. Students riding buses that arrive

before 7:50am will unload and be corralled in the cafeteria and then dismissed by grade level at 7:50am.

Afternoon Bus Dismissal*

Bus riders will be called each afternoon at 2:18p.m. according to their grade level. For example, the students will hear, “The Lake Louise bus is loading at this time for students in PK, K and third grade.” Students will walk to their bus and check off with the specialist at their bus. This process applies to the large school buses and day care van riders.

*In the event of rain, students will be dismissed according to the Rainy Day section of this document.

Rainy Day Dismissal Plan

Bus Dismissal (Rainy Day)

One bus will be called at a time. These students will be checked off in the lobby and walk together to their bus.

Car Riders (Rainy Day)

Once the large buses have rolled, all car riders will be called to the cafeteria. All but one classroom teacher per grade level will go with the car riders to the cafeteria to assist with dismissal. Ms. McCloud will have a radio in the cafeteria linked directly to Coach Harper and/or Dr. McGuire who will direct traffic in the circle, and call students over the radio for pick-up.

Van Riders (Rainy Day)

The van riders/day care and after school students in each grade will remain with their grade level supervised in a designated classroom. Daycare vans will be called over the intercom.

Parent Protocols

We are fortunate to have caring and involved families at Evansdale and want to make sure you have access to information and solutions when you need them. At Evansdale, we are committed to helping your child succeed, and want to work as a team to achieve this goal.

To reach our goal of success more quickly, it is helpful if we all work toward the goal by taking steps in the same order. Skipping a step will actually *slow down* the process of getting help for your child, as the person you contact will have to back-track and gather additional information. By starting with the person who spends the most time with your child- their teacher- you are most likely to get the information you need and reach a solution more quickly.

To best help your child and get to a solution promptly, please reach out to school personnel in this order:

Teacher → Administrator

If you feel it would be helpful, you are welcome to ask the Counselor or Counselor Intern to join the parent-teacher conference.

How to Get a Solution Quickly:

1. **Communicate with your child's teacher before the problem escalates.** Sometimes something that seems like a problem is merely a miscommunication. By communicating with the teacher when the concern first comes up, we can often create a solution before it grows large.
2. **Set an appointment with your child's teacher.** Your conference will be most effective if your child's teacher can set aside time to speak with you and prepare information to share with you. Because of duties required outside of the hours students are in the building, drop-by meetings can be challenging.
3. **Tell the teacher specifically why you would like to meet prior to the meeting.** By providing specific information, your child's teacher will be prepared with information that will be most helpful.

Ways to Contact the Teacher for a Conference:

1. Send a note to the teacher in your student's courier (be sure to include the best way to contact you)
2. Email your child's teacher (email format: `firstname_middleinitial_lastname@fc.dekalb.k12.ga.us`)
3. Call the school office and leave a message for the teacher. (678) 874-2702