

## **Haynes School**

### **2015-16 Dismissal Procedures Kindergarten-Grade Five**

#### **Dismissal Notes**

In order to ensure the safe conduct of students from school to home, parents/guardians are required to fill out a Permanent Dismissal Schedule (posted on the HOP Website) for each of their students. Changes to a student's dismissal schedule must be communicated to school via a note to the student's classroom teacher or a call to the front office before 1 PM.

Any deviation from the Permanent Dismissal Schedule requires that the student have a note from a parent/guardian. Students with a bus pass may request from the front office a one-day pass to ride a different bus home with a friend.

#### **AFTERNOON DISMISSAL**

3:25 PM non-ILAP days, 12:45 PM on ILAP days

#### **SED**

Students attending SED (Sudbury Extended Day) should be dismissed to the cafeteria where they will be checked-in by a member of the SED staff.

#### **Bicycle/Scooter Riders:**

Students in grades 1-5 may ride bicycles or scooters to school with written permission from the parent/guardian. Helmets must be worn. Bikes and scooters must be walked in front of the school building on the sidewalk and parked in the bike racks on the side of the school. At dismissal, bike and scooter riders proceed directly to the hallway near the computer lab where they will be met by the Crossing Guards. Students must ride responsibly or will lose the privilege of riding to school.

#### **Walkers**

Students in grades 1-5 may walk to and from school with written permission from their parents. Parents will indicate on the Permanent Dismissal Schedule which walker route their child will take:

Route 1: North on Haynes Road to Route 117

Route 2: South on Haynes Road to Pantry Road

School personnel are not required to wait with students at the drop off sites; students should proceed to walk home unescorted. Students who walk must stay with school personnel until they reach the drop off site. Students who do not or who cross the street in an unsafe manner will lose their privilege to walk to school.

**METCO**

Students riding bus 6 will be met by a duty staff member and escorted to the front circle. Changes to a METCO student's dismissal must be communicated to the front office by 1 PM.

**Pick Ups:**

If you are picking your student up in your vehicle, please queue in your car in the left lane of the side parking lot. Students will be dismissed to vehicles. If you are picking your student up as a biker, please queue by the bike rack. If you are picking your child up and walking to your vehicle, please park legally and wait near the back circle by the pick up sign. If a student is going home with another student's parent/guardian, his/her parent must send a note notifying the teacher of the change.

**Bus Riders:**

Students may get off at a different stop on their same route provided they have a note from a parent/guardian granting permission. In addition, students may ride a different bus to a friend's home, if the bus has sufficient space and a note has been submitted to the teacher identifying a change in bus for the day. Students who do not have a bus pass may purchase a bus pass. Bus passes are \$2.00 each and may be purchased at the school's front office. Students engaging in unsafe behavior on the bus will lose the privilege of riding.