

### Arrival Procedures Arrival 7:10am-7:35am

Student arrival begins at 7:10am. The building entry doors located on the side near the bus ramp and the front entry door will both open promptly at 7:10 a.m. **No students are to be dropped off to wait on campus before 7:10 am.**

#### Car Riders:

Students are to be dropped off using the arrival/dismissal ramp off Dixie Street. Please do not drop your student off earlier than 7:10 am unless the student is enrolled in morning HOST. Staff members and patrols will assist with the arrival of our students.

#### Safety Concern:

**Please do not drop off your child on English or Franklin St. Use the arrival/dismissal ramp ONLY.**

#### Walkers/Bike Riders:

Students who walk/bike to school will enter Wilson through the main entry doors on English St. at 7:10 am.

**Excess Tardies:** Our first bell rings at 7:35 am and the final bell for rings at 7:40 am. Teachers begin their planned curriculum promptly at 7:40 a.m. Tardiness is disruptive to all students and cuts down on classroom instructional time. Tardy records follow them until they graduate. Students with more than 5 tardies in a quarter will not receive their perfect attendance certificate and most importantly are missing valuable instructional time 7:35 am.

**NO STUDENT CHECK OUT AFTER 1:25 (12:25 \*\*On Select MONDAYS) SCHOOL ENTRY DOORS WILL REMAIN LOCKED DURING DISMISSAL BETWEEN 1:15 PM – 2:15 PM (12:50 – 1:15 MONDAYS)**

### Dismissal Procedures

**Head Start Dismissal: 1:40pm (\*\*On Select Mondays 12:40pm)**

**K-5 Dismissal 1:55pm \*\* (On Select Mondays 12:55pm)**

#### Car Riders:

Car rider dismissal begins each day at 1:55 (12:55 on Mondays). If your student is a car rider, we ask that you line up on Dixie Street at the appropriate time with car rider tag displayed. After buses / daycares enter the dismissal ramp, cars will enter and proceed to the next available cone. The car line may wrap around onto Franklin Street. Head start parents will be allowed to circle back around and will be directed by School Staff. We ask that you **NOT** cut in front of other parents who are waiting. Please circle the block to align yourself properly at the end of the line. Wilson staff members will load children into cars four at a time. Please do not get out of your vehicle. **There is absolutely NO PASSING allowed on the arrival/dismissal ramp**

#### Walkers/Bike Riders:

Walker dismissal begins each day at 2:10 (1:10 on Mondays) or after the car line has moved past all cross walks. Adults waiting for a walker must wait at the appropriate corners of the school. Walkers will be dismissed at three different corners- please choose the corner closest to your home: 1) Dixie and Franklin (NW corner), 2) English and Franklin (SW corner), or 3) English and Barnes (SE corner). The students will be brought to the corner by a staff member at 2:20 p.m. (1:20 on Mondays). ***For both walkers and car riders, no parents, at any time, will be permitted to walk up to the car rider gate to pick up students. We ask that adults with cars not to wait at walker corners. PLEASE use the car ramp. This is for student safety.***

***For safety reasons, Kindergarten students cannot walk home alone. Parents will not be permitted to walk into the car rider gate to pick up either car riding or walking students.***

**Bus Riders:**

The Transportation Department wishes to notify all parents of the many mediums by which you can access bus run information for your child before school starts. Bus run information is available at <http://www.sdhc.k12.fl.us/>. If you have any questions, you may call the Transportation Call Center at (813) 982-5500. Please remember, if you have an ESE child receiving specialized bus services, your bus driver will be contacting you personally with specific bus stop locations, times, and bus numbers. **Please be at the bus stop at least 15 minutes before the time indicated on the bus route. Parents are encouraged to supervise the bus stop for safety. •**

**Severe Weather/Rainy Day Dismissal:**

All students will be held in class until the determination is made that it is safe for dismissal to begin. Severe weather is defined as thunder, lightning, hail, and/or driving rain. If there is a tornado warning in place, all students and staff will shelter in place. No dismissal will be permitted until the warning has been lifted. Early sign-out procedures will apply during severe weather.

**Dismissal Changes:**

For the safety of your student, you must make a change in writing if you need to change your student's method of dismissal. Phone calls will not be accepted as well as any changes verbally relayed by a student. Temporary dismissal changes on an exceptional basis only may be made by: • Writing a note in your student's planner or on a separate piece of paper, including a signature that matches the photo ID of an individual listed on the emergency card. • Sending an email from a verified email address (as listed on the emergency card and in our mainframe). For permanent or long-term changes, an individual on the emergency card must come to the front office in person to complete a change of dismissal form.

Our students are the number one priority at Wilson. We ask that ALL families abide by these procedures unless you have a medical excuse. We thank you for your patience as we establish our routines for the year. Please be assured that these procedures are in place for the safety of all students. If you have any other questions about our arrival/dismissal procedures, please feel free to call our school.

**Thank you for your continued support!**