

Chenango Forks Elementary School Dismissal Procedures 2018-2019

Chenango Forks Elementary is continuously evaluating our building procedures and making adjustments as necessary.

With a committee that included members of the Board of Education, District Administration, the District Facilities Advisor, CFE Support staff, Parents and input from a Town of Chenango Town Board Member, we examined the following concerns:

- Dismissal times
- Safety
- Parents who are having students sign out as walkers then being picked up in our busy parking lot
- Walkers

The adjustments made, based on our committee meeting, include; utilizing staff members to help supervise the lower parking lot, the upper parking lot and the end of the bus loop during dismissal time. We also decided on specific routes for our walkers determined by their destination.

Below you will find a time line for dismissal and details for walkers. We have also included a *Walker Permission Form* for any students who would like to walk home from school. Students will need this form on file **before** they are allowed to walk home.

We appreciate your cooperation as we make these adjustments.

If you have any questions or concerns, as always, feel free to contact me, Catherine Kacyvenski at 648-7580 Kacyvenskic@cforks.org.

Dismissal Time Line

2:55pm:

Walkers, Parent Pick-Up (PPU), and Hearts and Hands (H&H) students will be dismissed to their respective locations

- Walkers: front entrance of CFE
- Parent Pickup: cafeteria
- Hearts and Hands: Hearts and Hands Room

2:55pm (immediately following walkers, PPU, and H&H):

All other students will be dismissed to their respective bus areas:

- Pre K: Front benches or foyer (weather dependent)
- K-2: CFE Auditorium
- 3-5: Large Gym

As a group, walkers will be dismissed to the route that is closest to their address.

3:00pm:

Outside Doors for Parent Pick-Up will be unlocked (you will wait in the foyer until parent pick up opens)

3:05pm:

Parent Pickup will be open to parents (must have ID to check out student)

3:20pm:

Parent Pick-Up doors are locked (if you don't arrive by 3:20pm, your child will be brought to the main office)

Chenango Forks Elementary Walker Permission Form 2018-2019

Student Name _____

Teacher Name _____

Parent Name _____

Home Address _____

Contact Phone Number _____

I understand that by signing this permission form I agree to the conditions outlined in *Procedures for Students Who Walk* (below) and understand that by violating any of the rules or procedures my student will be held until 3:20pm and then dismissed to a parent/guardian.

Continued violations may include suspension of walking privileges.

Parent/Guardian Signature _____

Student Signature _____

Procedures for Students Who Walk

- Parents and students will fill out a form that includes the address they will be walking to, the procedures for walkers, as well as an understanding of the consequences for not following the procedure.
- **No student** will be allowed to walk until the form is on file.
- At 2:55pm walkers will be dismissed to the CFE front entrance where they will be met by school personnel and signed out of the building.
- At 3:00pm students will be walked to their respective routes (depending on their ending address).
- Walkers **will not** be dismissed to meet parents in the upper or lower parking lots. *If you are picking up your walker, please sign them out.*
- Walkers will not be dismissed to meet parents/guardians on the street as this is a safety concern.
- Students who do not follow the defined procedure will be held in the *Parent Pick-Up* area until **3:20pm** and then dismissed to a parent/guardian.
- Students are required to follow the Chenango Forks Elementary School Rules and the School Code of Conduct.
- **Continued violation of procedures may result in suspension of walking privileges.**