

**AM Arrival Locations and Procedures:** The purpose of this plan is to provide procedures for a safe and orderly arrival of Ethridge students to school. The arrival areas are designed to divide the school population in order to minimize congestion at entrances and exits to the school.

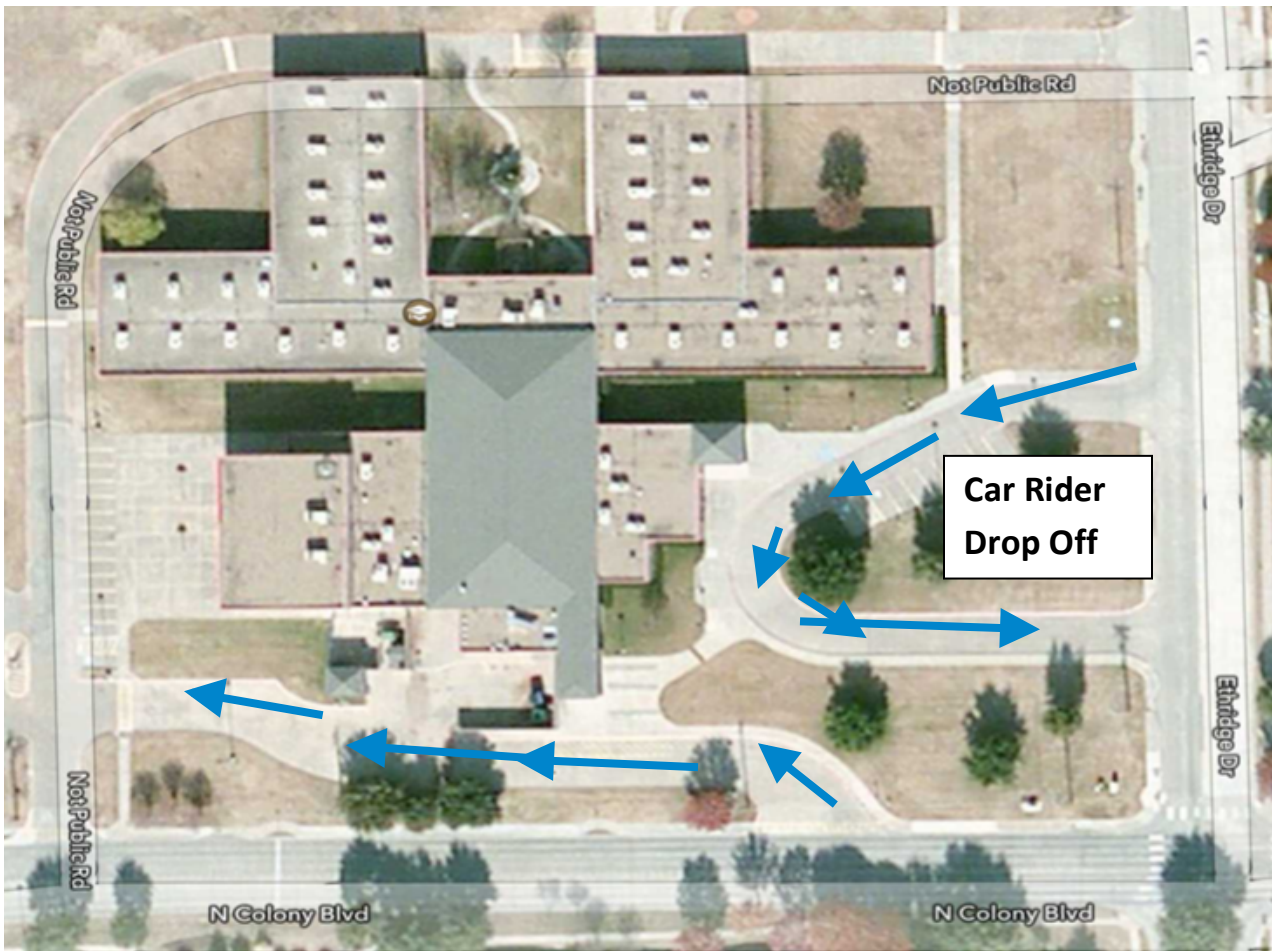
7:15 Front entrance and Cafeteria entrance doors unlocked by attendance clerk/custodian  
7:35 All classroom teachers pick up their classes from designated areas

**A Front Entrance**—students who walk/ride bike/scooter/ or arrive by car in the front drive-thru will enter through front entrance no earlier than 7:15 am.

**B Gym**— 3rd, 4th and 5th will go to the gym and sit in grade level groups after entering the school or after eating breakfast in the Cafeteria

**C Cafeteria Entrance/Cafeteria**— bus/daycare riders dropped off and enter through side cafeteria entrance. K-2 students report to cafeteria at 7:15 with duty teacher and sit by grade level/class. Kinder, 1<sup>st</sup>, 2<sup>nd</sup> remain in cafeteria until 7:35 for classroom teachers to pick up individually

**D Library/tutoring**—students arriving at 7:15 may attend tutoring or visit the library after picking up a pass from the designated basket.



**ARRIVAL OF KINDERGARTEN**

During the first two days of school, parents may walk students to their classrooms to assist with carrying supplies and materials and adjusting to the new grade or school. Beginning the 4th day of school, students should be independent in going to their classrooms. School staff will be on duty in the halls to assist new and younger students should the need arise.

## PM Dismissal Locations and Procedures:

The purpose of this plan is to provide procedures for the dismissal of school in a safe and orderly manner. The drop-off and pick-up areas are designed to divide the school population in order to minimize congestion at entrances and exits to the school.

### PM Dismissal Procedures:

**WALKERS**-- Front Entrance—All Parents of walkers are to wait in the grassy areas 2 or 3. Kinder parents will then pick up any Kinder walkers by the flag pole (look for the heart on the map). Parents (in cars) may not park and pick up walkers along Ethridge Drive. You would need to use the parent pick up lane instead.

**CAR RIDERS** ---Enter gated drive on Ethridge Dr. (area 1). Drive through to second gate---Parents are expected to stay in their vehicle and remain on the inside lane by the sidewalk. Duty teacher will call Student ID # on dashboard. Teachers will load students in the cars, then exit on North Colony. **\*Students not picked up after gates are locked must be checked out in the office by a parent with a photo ID.**

- NO CARS ALLOWED in BUS LANE, NO CARS ALLOWED in CIRCLE DRIVE, DAY CARES ONLY.
- NO CARS in the FACULTY PARKING LOT.

\*There will be no student pick up in the office after 2:30 unless it is an emergency.

