

Arrival and Dismissal Procedure

Posts, timings, lanes, route order, and the decisions the office is authorized to make

DISMISSAL CHANGES ARE TAKEN BY PHONE UNTIL 2:00 P.M.

A request that arrives after the cutoff, or that arrives by email or portal message at any time, does not change how a student goes home that day. The office follows the standing plan on the dismissal sheet.

APPLIES TO All students, staff, and visitors, grades K–5	AUTHORITY Board Policy 6114 and AR-6114-M	ARRIVAL WINDOW 7:50 a.m.–8:15 a.m.	DISMISSAL 2:55 p.m. · Wednesday 1:25 p.m.
BUS ROUTES SERVED E-14 · E-11 · E-21 · E-12 · E-17	CAR LINE CAPACITY 22 vehicles staged, 2 lanes	CHANGE CUTOFF 2:00 p.m.	OFFICE PHONE 1-888-555-0140

1. REVISION HISTORY

REV	EFFECTIVE	WHAT CHANGED	PREPARED BY	APPROVED BY	APPROVED ON
6	Aug 25, 2027	Added the gate 4 walker release; moved the bike rack release to 3:02 p.m.; set the dismissal-change cutoff at 2:00 p.m.	M. Ferland, principal	P. Sethuraman, director of transportation	Aug 11, 2027
5	Jan 12, 2027	Split the car line into lanes A and B; added the placard reprint process	M. Ferland, principal	G. Holloway, deputy superintendent	Jan 5, 2027
4	Aug 26, 2026	Reordered the bus staging sequence after route E-21 was added	M. Ferland, principal	P. Sethuraman, director of transportation	Aug 12, 2026
3	Mar 3, 2026	Added the rain plan and the cafetorium hold	L. Stamos, interim principal	G. Holloway, deputy superintendent	Feb 24, 2026
2	Aug 27, 2025	Moved kindergarten release to the courtyard	L. Stamos, interim principal	G. Holloway, deputy superintendent	Aug 13, 2025

A revision takes effect only after both signatures are on file with the principal's office. Interim instructions issued between revisions are valid for no more than 10 school days and must then be folded into the next revision or withdrawn.

2. ARRIVAL SEQUENCE — REGULAR DAY

TIME	ACTION	LOCATION	RESPONSIBLE	CONTROL
7:50 a.m.	Duty staff take posts; cones and gate 4 barricade placed	Blacktop, gates 1, 3, 4	L. Pike, head custodian	No student is released from a vehicle before this time
7:50–8:05 a.m.	Car line lanes A and B open; breakfast service open	Front loop, cafetorium	R. Ocampo, assistant principal	Lane A unloads first; lane B holds at the painted stop bar
7:52–8:06 a.m.	Buses arrive and unload at the rear loop	Rear loop	Bus duty aide	Cars never enter the rear loop during these times
7:50–8:05 a.m.	Walkers and bike riders enter at gate 3	Weatherly Ridge Rd crossing	Crossing guard, post 1	Bikes walked from the sidewalk to the rack
8:05 a.m.	First bell; students walk to class through doors 2 and 5	Doors 2 and 5	Grade-level teams	Adults do not walk students to classrooms after the first week
8:15 a.m.	Tardy bell; exterior doors lock; late arrivals sign in at the front desk	Front desk	D. Braithwaite, office manager	An adult must sign in a late student
8:20 a.m.	Car line closed; cones pulled; gate 3 locked	Front loop	L. Pike, head custodian	Arrivals after this park and walk to the front desk

On a two-hour delay, every arrival time in this table shifts 120 minutes later: supervision begins at 9:50 a.m. and instruction begins at 10:15 a.m. Breakfast is served on a delay day. See AR-6114-M for how a delay is decided and announced.

3. DISMISSAL SEQUENCE — REGULAR DAY

TIME	ACTION	LOCATION	RESPONSIBLE	CONTROL
2:45 p.m.	Placard readers take posts; lanes A and B staged	Front loop	R. Ocampo	Lane B does not load until lane A clears
2:48 p.m.	Buses stage in the rear loop in the posted order	Rear loop	Bus duty aide	Order: E-14, E-11, E-21, E-12, E-17
2:52 p.m.	Kindergarten walks to the courtyard and lines up by homeroom	Courtyard	Kindergarten team	Kindergarten is released to a named adult only
2:55 p.m.	Dismissal bell; bus riders released first by route call	Rear loop	Bus duty aide	Route called over the exterior speaker, one at a time
2:56 p.m.	Car riders released to lane A as placards are read	Front loop	Placard readers	Students stay behind the yellow line until a name is called
3:00 p.m.	Walkers released at gate 4 with the crossing guard	Gate 4	Crossing guard, post 2	Grades 3–5 may walk alone with a walker release on file
3:02 p.m.	Bike riders released at the rack	Bike rack	Duty aide	Helmets on and bikes walked to the sidewalk
3:05 p.m.	Ridge Club roster verified against the attendance list	Cafetorium	Ridge Club site lead	Any missing student is radioed to the office immediately
3:15 p.m.	Car line closed; remaining students escorted to the office	Front office	D. Braithwaite	Late-pickup log started
3:30 p.m.	Second contact called for any student still waiting	Front office	R. Ocampo	Contacts called in the order on the record

On a Wednesday every dismissal time in this table shifts 90 minutes earlier, ending with the 1:25 p.m. bell. On an early-dismissal day the bell is 12:15 p.m. and the sequence compresses to bus riders, then kindergarten, then all remaining students by placard.

4. LANE AND LOOP ASSIGNMENTS

AREA	WHO USES IT	CAPACITY	MARKING	RULE
Lane A	Grades 3–5 and their younger siblings	12 vehicles	Painted A on the curb	Load at the numbered cones 1–12 only
Lane B	Grades K–2 without an older sibling	10 vehicles	Painted B on the curb	Holds at the stop bar until lane A clears
Accessible bay	Vehicles with a state accessibility placard	2 vehicles	Blue bay near door 1	Staff assist with loading on request
Rear loop	District buses and contracted vans only	6 buses	Rear loop, gate 6	Closed to private vehicles 7:45–8:10 a.m. and 2:40–3:10 p.m.
Overflow parking	Visitors, late arrivals, early pickups	28 vehicles	Sycamore lot	Never used for the car line

The rear loop is closed to private vehicles during the posted windows. A vehicle that enters is directed to the Sycamore lot and the family is called the same day.

5. PLACARDS

- Two placards per family are issued at the August 24 classroom visit or at the front desk on request. Each placard shows the family surname, a four-digit family number, and the homeroom of each enrolled child.
- The placard hangs from the passenger-side visor, printed side facing the curb, from the moment the vehicle enters the loop.
- A driver without a placard is directed to the Sycamore lot and signs the student out at the front desk with photo identification.
- Replacements are printed while you wait at the front desk. There is no fee.
- Placards are reissued each August. Prior-year placards are not read.

Placard numbers are reused across school years, so the number alone is never treated as identification.

6. WALKER, BIKE, AND INDEPENDENT RELEASE

GRADE BAND	MAY LEAVE CAMPUS ALONE	FORM ON FILE	ADULT AT THE GATE	WHERE THE RELEASE HAPPENS
Kindergarten	No	Not available	Required, named on the record	Courtyard, post 6
Grades 1–2	No	Not available	Required, named on the record	Gate 4 with the crossing guard
Grades 1–2 with a sibling in grade 4 or 5	Yes, with the sibling	Form WRE-WLK-3, both students named	Not required	Gate 4, released together
Grade 3	Yes	Form WRE-WLK-3	Not required	Gate 4 with the crossing guard
Grades 4–5	Yes	Form WRE-WLK-3	Not required	Gate 4 or the bike rack
Any grade, bike or scooter	Per the grade band above	Forms WRE-WLK-3 and WRE-BIKE-7	Per the grade band above	Bike rack, post 7, at 3:02 p.m.

Form WRE-WLK-3 is signed once a year and may be withdrawn in writing at any time. A student without a form on file is held at the gate and walked back to the office, where the family is called. Staff do not release a walker on a verbal instruction from the student.

7. DISMISSAL DECISION MATRIX — WHAT THE OFFICE IS AUTHORIZED TO DO

SITUATION	REQUIRED REQUEST	WHO DECIDES	VERIFICATION	WHAT HAPPENS AT DISMISSAL
A different adult already on the authorized list is picking up	Call 1-888-555-0140 before 2:00 p.m.	Office staff	Note added to the dismissal sheet	Adult shows photo identification at the front desk
An adult who is not on the authorized list is picking up	Parent or guardian calls before 2:00 p.m. and adds the person in the portal	Office manager	Verified against the portal record, not the phone call alone	Photo identification is checked and the name is logged
A bus rider will be a car rider for one day	Call 1-888-555-0140 before 2:00 p.m.	Office staff	Route roster is annotated	Driver is notified by radio before staging
A car rider will ride a bus for one day	Request 48 hours ahead to transportation, 1-888-555-0155	Director of transportation	Approved only if the route has a seat and the stop is on the existing path	Written confirmation sent to the family and the school
A student will go home with a classmate	Both families call before 2:00 p.m.	Office manager	Both calls must be received; one is not enough	Both students listed on the dismissal sheet
Early pickup for an appointment	Sign out at the front desk before 2:30 p.m.	Office staff	No early pickup after 2:30 p.m.	Student is called to the office; families do not go to classrooms
A court order or custody document affects pickup	Deliver the document to the office in person	Principal	Reviewed with district student services before it is entered	Office staff follow the entered record, not a verbal instruction
The request arrives after 2:00 p.m.	No change is made	Assistant principal	The student goes home the way the record says	Family is told the standing plan and may pick up after 3:15 p.m. at the office
The request arrives by email or a portal message	No change is made	Office manager	Dismissal changes are taken by phone or in person only	Sender receives a reply pointing to this procedure
No one arrives by 4:00 p.m. and no contact answers	Escalate	Principal	Principal or designee stays with the student	District student services notified at 4:15 p.m.; non-emergency line at 4:45 p.m.

Office staff do not make exceptions to this matrix. A situation that is not listed is referred to the assistant principal, and if she is unavailable, to the principal. The decision and the reason are written on the dismissal sheet the same day.

8. DUTY ROSTER

POST	WINDOW	PRIMARY	BACKUP	EQUIPMENT
Posts 1 and 2 — gate 3 and gate 4 crossings	7:45–8:15 a.m. and 2:50–3:10 p.m.	Crossing guard	Duty aide	Handheld stop sign, vest
Post 3 — lane A placard reading	2:45–3:15 p.m.	Office staff	Grade 4 team member	Radio channel 2, roster clipboard
Post 4 — lane B hold and release	2:45–3:15 p.m.	Grade 2 team member	Duty aide	Radio channel 2, cones
Post 5 — rear loop bus staging	7:45–8:10 a.m. and 2:48–3:10 p.m.	Bus duty aide	Head custodian	Radio channel 4, route call sheet
Post 6 — kindergarten courtyard	2:52–3:10 p.m.	Kindergarten team	Instructional aide	Homeroom roster, named-adult list
Post 7 — bike rack	3:00–3:12 p.m.	Duty aide	Grade 5 team member	Rack key
Floating — incident response	Both windows	Assistant principal	Principal	Radio channels 2 and 4, first aid kit

Radio check is at 7:40 a.m. and 2:40 p.m. on channels 2 and 4. Dismissal does not begin with an uncovered crossing post.

9. RAIN AND SEVERE-HEAT PLAN

The rain plan is called by the principal or the assistant principal by 2:15 p.m. and announced over the intercom and on radio channel 2. It is called whenever there is active precipitation, lightning within 10 miles, or a heat index at or above 103°F.

- Walkers and bike riders hold in the cafetorium and are released in groups of eight.
- Kindergarten releases from door 1 instead of the courtyard.
- Car line lanes A and B both load at the curb under the canopy; the numbered cones are not used.
- Bus staging is unchanged, but students board from door 6 rather than the sidewalk.
- Dismissal is held entirely if lightning is detected within 6 miles, and families are notified by portal alert that the hold is in effect.

A lightning hold releases 30 minutes after the last detection within 6 miles. The office stays open and staffed for the duration of any hold.

10. ESCALATION AND INCIDENT REPORTING

TRIGGER	NOTIFY	WITHIN
A student is unaccounted for at any release point	Assistant principal by radio, then principal	Immediately
A student is released to the wrong adult	Principal and district student services	Immediately
A vehicle incident in either loop	Principal and district risk management	Same day
A bus is 10 minutes late, or leaves with a student who should not be aboard	Transportation dispatch, 1-888-555-0156	Immediately
Repeated late pickup, third occurrence in a quarter	Assistant principal meets with the family	5 school days
Unsafe driving in the loop	Assistant principal; letter to the family	Next school day

Every item above is written on form WRE-INC-11 the same day, including the time, the names of the staff involved, and the time the family was reached.

11. DISTRIBUTION AND TRAINING

COPY	HOLDER	ISSUED	ACKNOWLEDGED
Master	Principal's office binder	Aug 11	M. Ferland, Aug 11
Duty copy	Front desk and both clipboards	Aug 18	D. Braithwaite, Aug 18
Staff copy	All staff, portal appendix D	Aug 19	27 of 29 homerooms
Transportation	Dispatch and five drivers	Aug 19	P. Sethuraman, Aug 20
Family summary	All families, August newsletter	Aug 22	Not tracked

Duty staff walk the full sequence on the staff days of August 23 and 24 with the assistant principal timing each post. Substitutes are briefed at the front desk before their first duty assignment.

12. APPROVAL

ROLE	NAME AND TITLE	SIGNATURE	DATE
Prepared	Marcus T. Ferland, principal		
Concurred	Priyanka Sethuraman, transportation		
Reviewed	Curtis Nakagawa, safety manager		
Approved	Grant Holloway, deputy superintendent		

Reviewed each January and each August, and after any incident reported under Section 10. Every superseded revision is retained three years in the procedure binder.

Fictional specimen. Hollis Creek Unified School District, Weatherly Ridge Elementary School, and every person, phone number, address, route number, document number, date, enrollment figure, and approval record shown here are invented. Post assignments, lane capacities, route call order, placard rules, escalation windows, and revision approvals shown here do not describe the procedure of any real school. Nothing here is an official policy, administrative regulation, operating procedure, notice of rights, or legal advice, and it must not be used for any real school, district, student, or family.