

## **2014-2015 Dismissal Procedures**

After assessing different ways to improve dismissal and listening to parent feedback, a committee was formed to evaluate different dismissal options. Burbank Elementary is an old building with little infrastructure to support the dismissal of over 900 students. It lacks the modern layout many newer schools have. This is a handicap that the committee kept in mind when evaluating different dismissal options. With that in mind, the committee set out to work on a plan with the goal of creating dismissal procedures that would increase student safety at dismissal time.

The first and foremost concern that the committee had was how dangerous the traffic is on Tidwell Road and the increasing risks for students, teachers, and parents. The committee decided to look at what could be done to avoid dismissing a large number of students from Tidwell.

Secondly, the committee considered the hot days of August and September and how we would like most of our students to be in a covered space rather than outside in the sun.

Finally, the committee discussed the rainy days and how it would be more helpful to have dismissal done in a covered space so that on rainy days our dismissal procedures would not change.

The committee was able to address each one of these concerns. The 2014-2015 Dismissal Procedures reduce the dismissal on Tidwell and keep students under a roof both for the hot days of the summer and the rainy days.

Please turn the page over for a detailed description of the 2014-2015 Dismissal Procedures.

I would like to thank you for your support and patience while we transition over to this dismissal. This dismissal will be safer for students but will require some time and cooperation from everyone before it works as smoothly as possible. We appreciate your patience. Please feel free to call the school at 713 696 2690 if you need further assistance or have any questions in regards to our dismissal procedures. We are here to help!

## PREKINDERGARTEN AND KINDERGARTEN DISMISSAL

- Pre-Kindergarten and Kindergarten students will be dismissed from their class.
    - Parents of Pre-Kindergarten and/or Kindergarten students will use the gate by the Tidwell and Bauman traffic light to walk to their child's classroom to pick them up.
    - All older siblings of pre-kindergarten and/or kindergarten students will be walked by a Burbank Staff Member to their younger sibling's classroom by the time parents come into the school. Parents do not need to go look for their older children.
  - Any Pre-kindergarten or kindergarten student that rides a bus or daycare home will be picked up by a Burbank Staff Member and walked to the bus area.
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## 1<sup>st</sup>-5<sup>th</sup> GRADE DISMISSAL

- 1<sup>st</sup>-5<sup>th</sup> grade students with a sibling in Prekindergarten or Kindergarten will be walked to their younger sibling's class. Parents will pick all their children from one location in PreK or Kindergarten.
- All bus and daycare riders will be picked up by a Burbank Staff Member and walked to their buses.
- All students who walk home by themselves with no parent supervision will be picked up by a Burbank Staff Member and will be dismissed from the covered sidewalk in the front of the school.
- ALL the other students in grades First through Fifth will be dismissed from the covered pavilion in the back.
  - We have widened the circle drive to facilitate and expedite car pick-ups.
  - There will be two lanes of vehicles. Our staff will walk your child to your vehicle.
  - Cars will have to go south on Bauman when exiting the circle drive (no exceptions).

## What can you do to help our dismissal process?

1. Fill out the **Transportation Card** on Meet the Teacher Night. Without this card, teachers will not know how to dismiss your child.
2. To help with dismissal, please have your yellow **Burbank Car Sign** on your windshield. Please use capital letters when writing your child(en)'s names
3. Keep in mind that Burbank is an old building with no infrastructure for today's dismissal needs. Please be patient with our dismissal. We appreciate your time!!
4. Safety for our students and teachers is first and foremost. Please drive cautiously.

## MORNING DROP-OFF PROCEDURES

- ❖ Please do not drop off your child before 7:15 as there will be no supervision.  
Drop your child by 7:45 so that they can maximize instructional time.
- ❖ Pre-Kindergarten-2<sup>nd</sup> grade students should be dropped on Tidwell Road. PreK and Kindergarten students will go to the cafeteria for breakfast. **1<sup>st</sup>-2<sup>nd</sup> grade students will go directly to the library.**
- ❖ 3<sup>rd</sup> grade-5<sup>th</sup> grade students should be dropped on back of school through the circle drive around the parking lot and get south on Bauman. These students will go to the gym.
- ❖ At 7:40, all students are picked from their holding areas and walked to their classrooms by teachers.
- ❖ At 7:55, all gates will be closed and parents will need to walk their child through the front office.
- ❖ At 8:00, the tardy bell rings. Parents will need to walk their child to the front office and get a tardy slip.

## PROCESOS DE LLEGADA POR LA MAÑANA

- ❖ Por favor, no deje a su hijo antes de las 7:15 porque no hay supervisión y no más tarde de las 7:45 para aumentar la instrucción.
- ❖ A los alumnos de Pre-Kindergarten-2<sup>º</sup> grado se les debe dejar por Tidwell Road. Los alumnos de PreK y Kindergarten van a la cafetería para desayunar. **Los alumnos de 1<sup>º</sup> y 2<sup>º</sup> grado van a la biblioteca.**
- ❖ A los alumnos de 3<sup>º</sup>-5<sup>º</sup> grado se les debe dejar en la parte trasera de la escuela por el estacionamiento de atrás. Voltee dirección sur en Bauman. Estos alumnos van al gimnasio.
- ❖ A las 7:40, los maestros recogen a todos los alumnos y se los llevan al salón.
- ❖ A las 7:55, se cierran todas las puertas y los padres deberán llevar a su hijo por la oficina.
- ❖ A las 8:00, suena la campana de llegar tarde. Los padres deberán llevar a su hijo a la oficina y recibir un pase de llegada tarde.