

Helms Dismissal Policy

Safety is our first priority; please do not ask us to take short cuts with our children.

Teachers are expected to:

- Maximize instructional time and teach until the instructional day ends at 3:15 p.m.
- Be at dismissal location no later than 3:20 p.m. and older siblings will dismiss with younger siblings.
- Take your dismissal check list outside and check off as students leave, date each roster and turn it in to the office before going home.
- Ask to see the Campus Issued Pick-Up Card for walk up parents. If no Pick-Up Card is presented, send the person to the office.
- Actively monitor all students including older siblings that join your class and keep an eye out for students' parents.
- Refrain from holding parent/teacher conferences.
- Provide a list to the office of those siblings who go to another sibling for pick-up on the first day of school.
- Keep students in the assigned area – PK- under the canopy outside the cafeteria, K- gate by the cafeteria breezeway, 1st and 2nd between the main entrance and the gate to the cafeteria breezeway, 3rd – 5th in the PK-K playground.
- Include dismissal procedures and documents for your substitute teacher.

Students are expected to:

- Stay in assigned areas and not leave any trash.
- Follow directions given to you by all teachers and staff.
- Refrain from horseplay. Violations of the Student Code of Conduct will become office referrals.
- Watch for parents, and say "Goodbye" to the teacher and/or shaking his/her hand.

Parents are expected to:

- Respect that the instructional day ends at 3:15 p.m. Dismissal will begin by 3:20 p.m.
- Communicate any changes regarding dismissal to **front office staff** by phone or email by 2:45 p.m. For your child's safety, no changes in dismissal will be made after 2:45 p.m.
- Respect that no child will be released between 2:45 and 3:15p.m. without a doctor's excuse or permission from the principal or designee.
- Show their ID, for your child's safety, if there is a substitute with your child's class and you walk-up to pick up your child. If you don't have your ID you will be required to go to the front office.
- Post Helms-provided car signs on the car dash during their child's pick-up with the youngest child's sign first if there are siblings. If you are picking up a child for someone else, you must have their car sign with you and be on the emergency pick-up list, or be prepared to park in the parking lot and sign the child out at the office.
- Follow the designated flow of traffic (see map).
- Please follow all city traffic laws, for the safety of our students and pedestrians, and refrain from: parking in the street (arriving before 3:15 p.m., does not allow you to park on the street), talking on cell phones, and/or speeding.
- Wait outside the fence for your child's safety.
- Refrain from having conferences with teachers.
- Maintain an updated emergency pick-up list and updated emergency numbers with the front office and the teacher.
- Remain in your cars if driving on 21st or 22nd Street.
- Only pick-up on the designated areas in the front and the back of the school.
- Respect the traffic of the vehicles, and understand that for the safety of our students and the efficiency of our dismissal, pedestrian crossing on 21st Street will not be allowed until 3:35 p.m. All students (Pre-K-5th) will be picked-up from the main entrance at 3:35 p.m.

Administration will:

- Make sure all staff is on duty.
- Make sure clerks will inform the teacher of the changes.
- Ensure that all substitute teachers have a copy of the dismissal procedures.
- Keep a master list of siblings that dismiss with a younger sibling's class.
- Provide supervision for up to 30 minutes after dismissal. If a student is not picked up on time, the school may have to call CPS or HISD Police Department to come and get any students that have not picked up on time. In case of an EXTREME emergency, please call the office.

We welcome and encourage all parents to volunteer as part of our Traffic Safety Team. For more information contact our Committee Chairperson, Mrs. Edith Johansen-Sanchez at 713-410-3230 or our Helms VIPS Coordinator, Ms. Cristina Alejandro at 713-867-5130.

I received the Helms Dismissal Policy. _____
Parent/Guardian Signature