Dear Kennedy Families,

As we embark on the 19-20 school year with much GRIT at Kennedy Elementary, we want to ensure that the safety of our students, teachers and staff is one of our top priorities. All doors of Kennedy will continue to remain locked at all times. Visitors to our elementary campus must always enter through the front doors, have a photo identification ready to show to our front office staff and sign in and out at each visit. No exceptions will be made. We are committed in consistently ensuring school safety.

We want to thank you in advance for your patience and cooperation as we thoroughly work through Dismissal/transportation procedures these first two weeks of school. The car rider line will be longer than normal, and dismissal will be running later than normal. Like any opening, we work the kinks out so that we can provide smoother transitions for our students. Safety is our number 1 priority!

**First Day of School:**

As we prepare for the first day of school, we understand that as parents you want to be there every step of the way during your child’s first day back in their new grade level, with that, *Kennedy will allow parents to walk their child into the cafeteria where teachers will be greeting their students on the first day of school.* Please do not block any other cars, entries or exits. *We will begin clearing the building at 7:45AM to allow our students and teachers to settle in and begin their instructional day.*

- **PK – K:** Parents will be able to walk their students into the cafeteria for the *first 2 days only.*
- **1st – 5th Grade:** Students are encouraged from day one to build their independence and get used to their daily routines by entering the school building independently.

*Following the first day of school, we will return to normal drop off procedures. As a reminder the doors open at 7 AM, all students should be in class ready to learn by 7:40 AM. Students are tardy after 7:40AM*

Thank you again for your flexibility and patience as we work together to ensure our 700+ Eagle Scholars are provided a safe, successful learning environment and get home safely!

Sincerely,

Haydee Cavazos
Principal
2019-2020 School Year Procedures

Daily Morning Procedures:
Cafeteria doors open at 7:00 AM, Front office opens at 7:15 AM, School begins at 7:30 AM.

*In order to ensure a productive start to the day and maximize learning time, we ask that students arrive on time daily.*

- Do Not leave your children unsupervised at the school before 7:00 a.m.
- Ensure that your child enters the school building through the cafeteria doors.
- Students sit in their designated area and wait for their teacher.
- Be aware and cautious of pedestrians as you drive in and around Kennedy.
- Follow the flow of the traffic through the two car rider lanes.
- Do not enter teacher/visitor parking to drop off students.
- Do not smoke on school property or use your cellular phone in the school zone.

Daily Afternoon Procedures:
School is dismissed at 2:50 PM each day. Periodic 11:30 AM early dismissals. Please see Parent calendar for those dates, reminders will be sent out.

- **Oxford Walkers (Pavilion), PK/Siblings, and PK Arlington**, Parents should have pick up tag to show each time at pick up. If you did not attend Meet the Teacher, your student’s teacher will give this parent pick up tag to the student to give to you. Ensure you request this from your student, or you can also visit the front office.
  - The gates for Oxford Walkers will open at 2:55 p.m. for dismissal (Tags provided must be shown every day).
- **Parent approved Self-walkers** will be released at 2:55 p.m.
- **Car Riders** Reference next page

Reference next page for Dismissal Procedures Map
• **Students who will be Car Riders** have a carpool tag with number that is to be displayed by parent. If you did not attend Meet the Teacher, please visit the front office to receive carpool number and car tag.
  - Students will be dismissed from the front of the school. Please be courteous with other drivers in the area and be patient as we call student numbers/names for dismissal.
  - All car riders will sit in the cafeteria and wait for their number to be called starting at 2:55 p.m.
  - Parents form two car lines; Car rider tag should be visible on rearview mirror or display on dashboard. Remain in the car and a staff member will assist in ensuring your student(s) get to your vehicle safely once you are near the covered area.
  - **Line 1** (closest to the cafeteria doors) only cars with tag #'s: 1-99, 100’s & 600s
  - **Line 2** only cars with tag #'s: 200s, 300s, 400s, 500s

• **STUDENTS MUST BE PICKED UP BY 3:30 PM daily.** After 3:30 PM, parents must park and go to the front office to sign their student(s) out.

Thank you for all your support.