DUTROW ELEMENTARY SCHOOL

Morning & Afternoon Procedures

We appreciate your support in having education as a priority and selecting a rigorous program for your child to work in daily. We want your child to receive maximum benefit from our program and develop good time management and self-management skills. Starting the day off in an unhurried, calm fashion is a first step. Everyone should be in their class area by 9:00 a.m. This allows time to unpack, eat breakfast, and settle in for the day by the time the 9:05 announcements begin.

Our school day "seat time" is from 9:05 a.m. through 3:40 p.m. We are dedicated to using every minute of the day for an instructional purpose (excluding lunch and recess times). Dismissal begins at the end of the afternoon announcements, which begin at 3:40. Students who are picked up every day or on a regular schedule, (e.g., always on Tuesdays), will be dismissed as a group called "Parent Pickups" to the gym at the end of announcements. Children whose parents have written a note for the day will have their name entered into the computer and will be called as a Parent Pickup. A parent or guardian must be at the office BEFORE 3:15 and enter their student's name into the computer for end of day checkout. Parents unable to comply with writing a note or being in the school before 3:15 will need to meet their child at the bus stop. We do not accept phone calls during the day to add children to the end of day pickup list or make any changes to transportation. You may email the office staff by 3:00 pm to add your child to the end of the day list. Dismissal time is very busy, so we ask that there are no late requests so that we can ensure all our children get where they need to be.

Our email address is **adminstaff.dutrow@nn.k12.va.us**.

There also is an email link on the Dutrow home page.

Once we have begun the dismissal part of the announcements, we will not add children's names as this causes confusion, missed messages, and delays the dismissal process for everyone.

The parent pickup area is inside the gym. Access is gained by joining the line that will enter the front doors to the right of the Office door (when facing the office). Everyone in this line must have either a laminated car cutout that they received from Pickup Registration at Open House or from the office personnel, or the single day sign out ticket that is picked up in the office after signing the student out on the computer. The doors will open when bus dismissal has begun and the 3rd grade students are on their way to their exit. Parents are to proceed to the gym and leave with their child/children once cleared by the staff member on duty. You will exit out via the 2nd grade pod door. *Please be on time to pick up your child.*

Drop-off Procedures

To keep our students safe, we have procedures for dropping off children. Enter the parking lot closest to Warwick Blvd - **DO NOT ENTER THE BUS LANE**. Begin or join the line of cars & drive **SLOWLY** through the parking lot up to the "Dolphin Drop Off" sign at the far end of the lot. By 8:45am there will be a staff member to guide children to the sidewalk. Always enter this side of the parking lot, even if you are parking to walk your child in, and remain in the drop-off line until you come to an empty parking space. **DO NOT** drive around the drop-off line. **DO NOT** let your child out before reaching the designated spot.

The first bell rings at 8:45am. The tardy warning bell rings at 9:00am, and the tardy bell rings at 9:05am. All students should be in their seats and ready to work at the 9:05am bell. Students are considered tardy if they enter the building after 9:05am. An adult MUST sign in the student when tardy. **DO NOT** let a child out in the parking lot to walk into the school alone. If you park & walk your child in, use the crosswalk in front of the school & **NEVER** walk between buses. This applies to the afternoon as well - **NEVER** walk between buses & **ALWAYS** use crosswalks. Children also **MAY NOT** be left at school prior to 8:45am. These rules are in place to keep all our children safe.

Keeping Our Children Safe

At Dutrow, we have over 500 students, who all have parents, grandparents, siblings, and friends. In order to keep our students safe, please be prepared to show a picture ID at the front desk if you are picking up a student or coming to visit. All visitors **must** wear a Dutrow guest sticker which is generated by our computer check-in. This lets the rest of our staff know that you have been checked in at the front office. If you are a PTA Board member or volunteer, you still need to sign in and out.

Please keep your child's information updated and add any adult or older sibling you give permission to pick up your child or have contact with during the day. If their name is not on the sheet and you don't send us a note, we will not release your child to this person or allow them to go to the pod. Throughout the school year, if there are any changes in phone numbers or individuals you need added or deleted from your child's data sheet, please send us a note and we will make the changes.

If you are coming to volunteer, first of all THANK YOU! Please sign in and out using the computer. Always enter and exit through the office door. **Please do not use any other doors as an exit during the school day.** We love your help, but for safety reasons, please do not take your child from the class. Only staff members are allowed to take children from their classes.

Thank you so much for your help and support in keeping our children safe!