EVANS ELEMENTARY

PARKING, PICKING UP & DROPPING OFF CHILDREN





A.M. DROP-OFF PROCEDURES



- Students that are dropped off in the morning and children that walk to school, **MUST** use the double doors by the multipurpose room (where the staff on duty is awaiting them).



- Please do not block the drop off lane on the frontside of the school. Pull through marked lanes off Linden Lane. Children exit the vehicle at the orange cones.



- **DO NOT BLOCK** the BUSES or park in the bus lane that runs along the front of the school building.



- Children that are dropped off or walk to school should NOT arrive before 7:15 a.m.



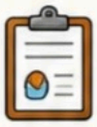
- If you park in a lined space, you must walk your child to the door for their safety. Do not allow them to cross the parking lot alone.



- Breakfast begins at 7:15 a.m. and ends at 7:50 am. Children that are dropped off and eat breakfast need to be at school no later than 7:40 am. This allows them time to eat breakfast without being rushed.



- At 7:50 a.m. the tardy bell rings; staff then leaves the double doors to do morning announcements. You must sign your child in at the office past 7:50 and students are considered tardy.



- Parents will need to sign in their child(ren) in if they arrive after 7:50 am at the main office. Students will be counted tardy if they arrive after 7:50 am.

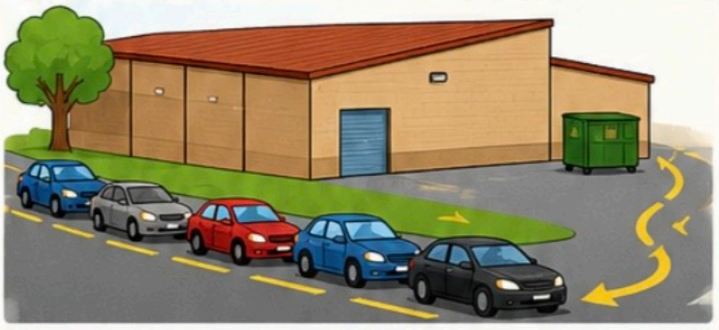


- Gym Doors will be locked at 7:50 am. Our safe-school plan mandates that all doors are locked once school personnel have shifted away from the door area.



- Due to county Guidelines for Visitors to Jackson County Schools, parents will not be permitted to walk their child(ren) down the halls in the morning.

P.M. PICK-UP PROCEDURES



- Parents will create a line of cars starting at the far single door on the end of the gym by the dumpster. The line will stretch parallel to the gym then turn up the bus lane. Students will be escorted to vehicles, without parents entering the building. Returning students will reuse the numbered hanger for the rear-view mirror. New students will be provided a numbered hanger to assist staff in identifying parents. Please display the hanger for easy identification.





- Children who ride buses or walk home will be dismissed to the gym at 3:30 p.m. Buses arrive around 3:45 pm and depart Evans Elementary.

MID-DAY PICK-UPS FOR APPOINTMENTS



Always check in at the office if you need to take your child for an appointment or return your child after an appointment. You must check in at the office if you are bringing something for your child. Our office staff will take care of your needs in a timely fashion as to minimize classroom interruptions.



According to our Safe School Plan, all doors are locked during the day. Please come to the main entrance and press the button for entrance into our school. You can then expect to wait in the double entry vestibule unless you have an appointment or a verified reason for your visit. If no one is available to helps you, follow the directions posted on the door.

EARLY SIGN-OUTS WITHOUT CAUSE



- Unless you have a family emergency, please avoid checking your child out of school early. If you get your child 15 minutes early each day, that leads to an hour and 15 minutes of lost work time weekly; **5 hours per month; and 45 hours yearly!**



- Due to the parent pick-up line, sign-outs in the office near the end of the day may be impossible due to traffic.



- **An unexcused early sign-out before 3:15 is recorded as a tardy. A sign-out before 2:00 is considered a ½ day absence.**

Thank you for your cooperation regarding these policies and procedures.

Your child(ren)'s safety is important to us.