Washburn Public School

Cardinal Families,

With our recent remodeling, Washburn Public School now has a secure main entrance. Along with our continued enrollment growth and increased traffic around the school, this requires us to make some adjustments to student drop-off and pick-up procedures.
Please take a few minutes to review the procedures below. We have organized them by time and grade level to make them as easy as possible to follow.

8:00–8:25 AM | MORNING DROP-OFF
PK–4 Students
• Drop-off may take place at Door 4 (Elementary Door).
• Door 4 is for student drop-off only.
• Parents may not enter the building through Door 4.
• This is a drop-off location, not an escort-into-school location.
• If you wish to walk your child into the school:
o Park in the parking lot.
o Walk with your child to Door 1 (HS/Main Door).
o Enter the school through Door 1.

Grades 5–12
• Drop-off takes place in the parking lot.
• Students should use the designated crosswalk to enter the school.
• Please do not stop or park in front of the school. This area must remain available for buses and clear for crosswalk visibility.
• If you wish to walk your student into the school:
o Park in the parking lot.
o Use the crosswalk.
o Enter through Door 1 (HS/Main Door).

8:25 AM–3:25 PM | DURING THE SCHOOL DAY
All Grades PK–12
After 8:25 AM, Door 1 is the designated entrance for students, parents, visitors, appointments, late arrivals, and early departures.
• All students arriving after 8:25 AM must enter through Door 1.
• Students arriving late must check in through the Central Office.

• Students leaving for appointments or other reasons must check out through the Central Office.
• Students returning from an appointment must re-enter through Door 1 and check back in.
• Parents picking up or returning a student during the school day must use Door 1.
• Other exterior doors are not available as public entrances during the instructional day.

PK AM Session Ending and PM Session Beginning
• West River Transit will drop and pick up at Door 4 (Elementary Door)
• Parent drop off and pick up during this transition is at Door 4 where you will be greeted by PK Staff to gather all children to enter the school with their assigned educators.
• Parents may not enter the building through Door 4.
• Late arrival for PK must use door 1 with parents walking students to the classroom (change to your own better wording)

3:25–3:45 PM | AFTERNOON PICK-UP
PK–4 Students
• Parent pick-up will take place at Door 4 (Elementary Door).
• Door 4 is exit only during dismissal. Parents may not enter the school through this door.
• PK–4 teachers will assist students with dismissal.
• For each grade level:
o One teacher will guide students riding buses to the appropriate buses.
o The other teacher will remain at Door 4 with students waiting for parent pick-up.
• Parents should remain outside Door 4 to meet their children.
• Older siblings who are picking up a PK–4 sibling to walk home may walk through the school to Door 4 and meet their sibling there.

Grades 5–12
• Pick-up takes place in the parking lot.
• Students should use the designated crosswalk to reach your vehicle.
• Please do not stop or park in front of the school to pick up students.
• If you need to come into the building to retrieve your student:
o Park in the parking lot.
o Use the crosswalk.
o Enter through Door 1.
• Door 1 will unlock at 3:25 PM for afternoon dismissal.

PARKING & TRAFFIC SAFETY
We need everyone's help to keep arrival and dismissal safe.
• Park only in designated parking spaces.
• Park between the marked lines.
• Do not park or stop in areas needed for school buses.
• Keep speeds low in all school parking areas.
• Slow down on streets surrounding the school.
• Watch carefully for students in the parking lot and crosswalk.
• Give buses plenty of room to enter, load and unload students, and exit.

• Please be patient. We have more students, vehicles, and buses moving through the area than we have had in the past.

WHY ARE WE MAKING THESE CHANGES?
Our remodeling has provided Washburn Public School with a secure main entrance. Having a secure entrance also means we must control access through our other exterior doors during the school day.

North Dakota Century Code § 15.1-07-36 addresses school safety and security measures, including building access controls and measures designed to prevent unauthorized access to a school.

There is another equally important safety requirement: egress.
North Dakota Century Code § 15.1-06-11 requires school exits to remain free from obstructions or conditions that could prevent immediate egress.
In simple terms, we have to accomplish both:
• Prevent unauthorized entry into our school.
• Maintain the ability for students and staff to safely and immediately exit when necessary.

That is why a door such as Door 4 may remain secured from outside entry while still functioning as an exit from inside the building.

Door 1 is our controlled public entrance during the school day. This allows our Central Office to know who is entering and leaving the building while our other exterior doors remain secured from unauthorized entry.

I understand that some of this may feel unnecessary in a community like Washburn. I love our town and the sense of trust we have in one another as well. At the same time, we can never know when someone may approach a school with harmful intent. We have a responsibility to follow safety requirements and do everything reasonably possible to protect the children and adults in our building.
Our students' safety is our utmost concern.

We also recognize that new procedures, remodeling, increased enrollment, buses, and additional vehicles have created congestion as we begin the year. We sincerely appreciate the grace and patience our families have extended to us as we work through these changes and establish new routines.

Please help us by following the designated times and doors, using the parking lot and crosswalk, slowing down, watching for students, and giving our buses the space they need.

Thank you for working with us to keep Cardinal Country safe!

Dr. Penny Hetletved
Superintendent
Washburn Public School