

## INTRODUCTION

This handbook describes arrival and dismissal procedures for Belmar School of Integrated Arts. It includes General Procedures, the Arrival process, the Dismissal process, a list of “Dos and Don’ts” for Arrival and Dismissal, late pickup procedures, and early release procedures.

## GENERAL PROCEDURES

**Not Permitted at BelArts:** The following are not permitted on our property (not even in our parking lot, not even in your car while on our property): Dogs, Smoking, Weapons, Drugs or Alcohol. If you must bring your dog with you, please keep them restrained in your vehicle. Our staff will not be able to assist children into or out of vehicles with dogs.

**Phones:** Please hang up your phone ~ As soon as the arrival or dismissal process begins, please cease using your phone for calls and texting. We want all drivers to be 100% focused on driving safely in our parking lot.

**Tardiness:** Your child will be considered Tardy if they arrive at school after 8:15am. Habitual Tardiness, more than 10 in a school year, may result in disciplinary action, as this provides a consistent interruption to our classroom environments, limiting our ability to be successful with all of our students. Tardy and Early Leave absences will be combined for these calculations. Tardies follow the same policy as absences for excused vs. unexcused. If we decide to delay taking attendance due to inclement weather, we will post this information outside.

## ARRIVAL PROCEDURES

Students are not allowed on school grounds prior to 8:00am, unless they are enrolled in Before Care or attending breakfast in the cafeteria. Students are NOT allowed to wait outside unsupervised. Students that are having breakfast are allowed into the cafeteria beginning at 7:45am. All other students may not arrive to school prior to 8:00am. School staff supervision begins at 8:00am. Your child will be tardy if they arrive at school at or after 8:15am. If you arrive after 8:15am, you must park and walk your child into the building, and sign them in at the office.

BelArts uses a Soft Start process for our morning routine. Beginning at 8:00am, students may begin entering their classroom to begin preparations for the day. All students enter through the front door of the school and head directly to their classrooms. Students are not allowed on the playground, on the sports fields nor on the south side of the building before school.

- Parents are welcome in the school building at 8:00am, as well. For safety reasons, we must ask you to sign in. **Keep your conversations with teachers at a minimum so they can properly greet students.**
- All students enter through the front door.
- Please refer to the Arrival/Dismissal map for details about how to properly navigate our carpool line **for Arrival** between the hours of 7:45am-8:15am.
- If you are dropping your child off in the carpool line, please pull your car as close to the curb as possible and have your child exit the passenger-side of the vehicle onto the sidewalk. Do NOT allow your child to exit the drivers-side of the vehicle as this is a second traffic-flow lane.
- Please pull your car as close to the stop sign as possible. It is safer for students to exit vehicles at the front of the school and NOT on the curve near the fire hydrant.
- Please wait in line after your child safely exits the vehicle and you will soon be directed out of the parking lot.
- If you need to come into the school for any reason, even if it's just for a minute, please park your car in a designated legal parking space and check in at the office.

### DISMISSAL PROCEDURES

BelArts has a controlled dismissal process to keep our kids safe. After school, students gather in the gym with their siblings according to their mode of transportation home:

- Attending After Care
- Riding the bus
- Picked up in the carpool lane
- Parent Walk-up
- Walking/Riding Bike home

Dismissal for each is discussed below.

#### DISMISSAL: Attending After Care

Students attending After Care will be walked to the cafeteria by a BelArts staff member.

### DISMISSAL: Riding the Bus

Students riding the bus home will be walked to the buses by a BelArts staff member.

### DISMISSAL: Picked up in the Carpool Lane

Please refer to the Arrival/Dismissal map for details about how to properly navigate our carpool line **for Dismissal** between the hours of 3:05pm-3:20pm.

- Stay to your right and hug the curb near the school. Stop at the Stop Sign, marked with a traffic cone.
- **Display your child's security card in your front or passenger-side window when picking up your child.** Adults in cars without a visible security card will be asked to park and come to the front office to pick up their children.
- Students remain in the building. A staff member will read your security card and page your child(ren). Students exit the building as they are paged and enter your vehicle.
- The security card must be visible to staff throughout the process. Your student is paged 2 separate times. The first page is to let the staff know you are here. The second page tells the students which station (1, 2, 3, 4) they should stand near. The stations are marked by traffic cones and number signs.
- As soon as your child is safely in the vehicle with the door closed, please pull forward to allow them to fasten their seat belt. Our staff is not permitted to buckle children into their car seats. Pulling forward allows us to assist other parents more quickly.
- After picking up your child, please wait for the line to move forward and exit the parking lot.
- If there is a delay, there is a one car waiting area just in front of the carpool pick up location. A staff member may ask you to pull into this spot temporarily to keep the line moving.

**Security cards:** This is an example of a security card.



**Distribution of Security cards:** You will be provided 4 security cards at the start of each school year (these are given out at the Meet and Greet event or the first day of school). Additional security cards may be requested by contacting the office at 303.982.8220 – there is a \$5 fee for 2 additional cards.

**Possession of a child's security card constitutes your permission to pick up your child.** If you have given written permission for another adult to pick up your child, but

did not give them a name card, they must come into the office with their photo ID to pick up your child.

### DISMISSAL: Parent Walk Up

The security card is also required when walking up to pick up your child in the Parent Walk-Up Line, located at the front of the school. An adult with a security card may walk up to pick up your child from the PE door on the north side of the building closest to the front doors. A Parent Walk-Up line will be marked and parents are asked to stand in line against the school building. Please do not move into line in front of other parents.

### DISMISSAL: Walking or Riding Bike Home

Many BelArts students walk or ride their bikes off campus independently. If your child is walking, riding their bike, or leaving our parking area on their own, we must have permission from you to allow them to do so. This includes leaving our parking area to meet your car elsewhere (Horse Lot, Addenbrooke etc.). This permission will be on file unless/until you rescind it. Please fill out a Permission to Leave School Grounds After School form and send it to the Front Office.

BelArts students leave campus in one of three directions: 1) West into the neighborhood on Hoyt Street, 2) North to Addenbrooke Park and/or north on Garrison, 3) South on Garrison. Walking/Biking students will gather inside and a BelArts staff member will walk students to an outside door for dismissal.

Please obey all traffic laws and be courteous to our neighbors when picking up your child on a neighborhood street. (Hoyt or Kentucky) Our carpool lane is very efficient and is the safest way to pick up your student with a vehicle.

### DO'S AND DON'TS OF ARRIVAL & DISMISSAL

- Students may not be on school grounds prior to 7:45am (breakfast) and 8:00am for all other students.
- Please stay in your car!! ~ Our staff will help students in and out of the car (unless there is a dog in your vehicle).
- Hang up your phone ~ Once the arrival or dismissal process begins, please cease using your phone for calls and texting. We want our parents to be 100% focused on driving safely in our parking lot.
- Cars first, pedestrians next ~ We have 15 minutes to safely drop off/pick up about 315 students. We need to make things move fast for our vehicles, so we

ask that those walking in our lot patiently wait until directed to cross at crosswalks.

- Pull up snugly to the car in front of you! We need to get cars off the street and onto the school site.
- **Always** turn right out of our parking lot during busy dismissal hours (3:00-3:30pm).
- Do not enter the carpool line from the south side of Garrison in the afternoons.
- Be respectful of the community members using Garrison – if the carpool line has backed onto Garrison, Lakewood PD may issue you a citation. Your best bet is to arrive after 3:10pm
- Please Be Patient!!! Please understand that student safety is a priority at Belmar School of Integrated Arts, and the Arrival/Dismissal procedure is our way of ensuring campus safety. It will take about 1 month for all the families to settle into the routine and things will be much improved!
- Please show **respect** and **patience** to each other and the staff as **you are modeling behavior to your children.**
- Use crosswalks and sidewalks when walking and **wait to be directed to cross.**
- Students should not cross over any lane of traffic to get into or out of your car.
- Park only in a designated, marked parking space if you need to leave your car for any reason (even if it is "just for a minute"). Parking spaces in front of the school are for our disabled community only.
- **Student should exit and enter vehicles on the passenger side only.**
- Park in an open parking space if you need to do any of the following: speak to a staff member for a minute, help your child with car seat buckles, load or unload materials such as large musical instruments, or use the driver side of the car to load/unload your student.

## LATE PICKUP

The school day ends at 3:05pm. Students that remain at school after 3:20pm will be brought to the office to contact parents. We will call parents first, then emergency contacts if necessary. If a child is not picked up within 1 hour after dismissal time we are required to call the Sheriff's Department.

HABITUAL LATE PICK UP will result in student loss of recess time. If a student is left at school after pm 3:30pm more than 5 times, the student will sit out of recess for 10 minutes, regardless of the reason the student is not picked up on time.

### EARLY PICKUP / EARLY DISMISSAL

EARLY PICK UP / EARLY DISMISSAL - If you need to pick up a child early from school you will come into the office and sign the student out. We cannot call ahead to dismiss students, so please plan ahead and arrive early enough to pick up your child.

**If you are picking up your child early, it is recommended that you do so before 2:45pm. After this time, an early dismissal will be difficult to navigate through our carpool line.**

Habitual Early Leave/Tardies **more than 10 in a school year**, may result in disciplinary action, as this provides a consistent interruption to our classroom environments, limiting our ability to be successful with all of our students. **Tardy and Early Leave absences will be combined for these calculations. Early Leave follows the same policy as absences for excused vs. unexcused.**

### Patience and Courtesy

There are certain times of the year that require a little extra patience with Arrival and Dismissal. Please plan ahead and provide yourself with extra time. Remember that student safety is our priority. Our entire BelArts staff is dedicated to the safe and consistent implementation of our Routines and Procedures.

- The first 2 weeks of school are usually more challenging as everyone gets back in the swing of things and young students learn the process.
- Rain and Snow usually increases the flow of traffic in our carpool lane.

The BelArts Community appreciates your support providing a safe environment for our students and staff.