



**Official Procedure
of
Ogden Preparatory Academy**

7. Students

7.20.PRC.2 Student Dismissal/Pick-up Procedures

Effective/Revision Date: 02/17/2017

Page 1 of 3

Outside Dismissal/Pick-Up

K-6

- Students will be lined up with their classes promptly at 3:00 pm.
- Parents and guardians may pick up students by waiting in the car line or parking and walking to the student's class area.
- Students who walk or take daycare transportation must inform teachers and office staff. Parents/Guardians shall notify the school via written notification for students who walk off campus as a standing procedure. Teachers shall maintain records of regular walking students. Standard procedures can be altered through notification on individual days via calling into the office or sending a signed note to school with the student.
- Parents are encouraged to create designated off campus pick up areas with their students.
- K-4 students line up with classes in front of the building.
- K-4 Teachers maintain class lists and parent notification instructions on clipboards which are stored in teacher mailboxes. Teachers wait with classes for students and check students names on the clipboards when they depart.
- 5-6 students walk with their teacher to the soccer field on the southeast portion of the property and are released.
- 15 minutes past dismissal, all teachers return to the building along with any K-4 students who are remaining.

7-9

- Students are dismissed from classes at time of dismissal.
- Students should leave the building unless they are under the supervision of a teacher or parent.
- Four (4) teachers shall be assigned to monitor students in the parking lot.
 - The objective of the monitoring teachers is first to protect students as they leave the school and second to maximize traffic flow to assist in students and parents leaving the parking lot.
 - One (1) on each side of the crosswalk near the building shall monitor students and direct traffic.

- One (1) on each side of the crosswalk which crosses the incoming traffic on the South-West of the parking lot shall monitor student activity and assist students in crossing the crosswalk.
- Teachers shall monitor the parking lot until 15 minutes past dismissal or until the majority of students have cleared the area whichever is later.

Indoor Dismissal/Pick-Up

- Administration will determine if indoor dismissal is required.
- A “one-call” will be sent out at least 30 minutes prior to dismissal.
- All afterschool activities will be cancelled.

K-6

- Secretarial Staff and Administration shall prepare for indoor dismissal.
 - 3-4 sets of Indoor Dismissal Sign-Out Sheets shall be copied and placed on clipboards.
 - Secretaries shall prepare a list of students who can not be picked up by a parent. This list shall be copied and given to those entering names into the Shared Dismissal Document.
 - The Shared Dismissal Document shall be cleared and re-shared with all teachers.
 - Tables and chairs shall be placed across back of lobby for name entry. Tables shall act as a barrier for visitors. An aisle shall be placed for students to exit.
 - An administrator shall make an All-Call to notify all teachers and staff of indoor dismissal and direct them to open the Shared Dismissal Document.
 - Stations:
 - 1 Directing parents at the door.
 - 3-4 Collecting names on Indoor Dismissal Sign-Out Sheets and entering into the Shared Dismissal Document. Stationed at tables across the back of lobby.
 - 1 in the Gym for walking and bus/daycare students.
 - 1 Answering phones (secretarial desk).
 - 1 Checking releasability for students being picked up by non-parents and answering phones as time allows. (secretarial desk).
 - 1 Monitor of hallway movement (does not allow anyone past the lobby).
- Parents must come into the building to collect their student(s).
- Parents must complete the Indoor Dismissal Sign-Out Sheet with the student’s name, the name of the person picking up the student and the student’s grade.
 - Non-parents shall be directed to the staff member who is looking up students (secretarial desk).

7.20.PRC.2 Student Pick-Up/Drop-Off Procedures	
Effective/Revision Date: 02/17/2017	Page 2 of 3

- Walking students and bus/daycare students shall be dismissed from class at time of dismissal and shall go to the gym. One administrator shall be in the gym to release walking and bus/daycare students. The person at the name look-up secretarial station shall alert the administrator in the gym when the daycare buses arrive via text. Walking students shall be defined as any student who typically walks off campus.
- Staff children shall be released to go to their parents at time of dismissal.
- Student's names shall be typed into the Shared Dismissal Document. The Shared Dismissal Document shall be displayed in all teacher's rooms. Teachers shall release students when their names appear in the Shared Dismissal Document.
- 20 minutes after time of dismissal, all students shall be released to the lobby.
- Teachers shall create a substitute plan which shall be communicated to substitutes.

7-9

- Prior to dismissal, teachers shall view the Shared Dismissal Document to dismiss their students.
- Students must go to the lobby or outside at time of dismissal.
- Students who are walking with younger siblings shall report to the Elementary gym.
- Teachers shall monitor classrooms and hallways to encourage students to go to the lobby or outside.

Document History

Approved: 02/17/2017

Legal References