



Paradise Elementary School

ARRIVAL/DISMISSAL/VISITOR PROCEDURES



Morning Drop-Off

For the safety of our students:

- The school will be opened at 7:30. Classes will begin at 8:00. Students should not arrive on campus before 7:30. If your child is eating breakfast at school, he/she MUST arrive so that he/she can eat and go to class when the first bell rings at 7:55.
- If dropping off from the car lines, be sure to let the student out only from the lane closest to the sidewalk (the right hand land).
- Students will go to the cafeteria until 7:45. At 7:45, students are released to the classroom.
- The first week of school, you may drop students off at their classroom, but please do not visit with the teacher or hold a conference for he/she will be preparing for instruction and to greeting their students.
- If a student is late, parents should come into the office to drop the student off. Office staff will walk the student or send the student to class.

After School Dismissal/Pick-Up

- School dismissal is at 3:28
- Be sure to use the car sign to expedite your pick up.
- Lane closest to the building will be K, 1st grade. Lane farthest from the building is 2nd, 3rd grade.
- For early dismissal, sign students out from the office. We will not dismiss students early after 3:15.
- Students will be dismissed from the office.
- Car-riders will dismiss from the front porch. ****For the safety and security of our students, do not walk over to the porch or call out to your student. Wait on grassy hill. If picking up a student through the car line, wait in the car and do not get out. This keeps the traffic flowing and minimizes dismissal time.****
- Vehicles are not allowed in the bus zone, behind the school, or in faculty parking areas to drop off or pick up.

Visitors

- Visitors MUST report to the office to sign in and receive a visitor's pass each visit.
- Visitors MUST check out when leaving.
- Please make an appointment to meet with teachers to discuss individual student concerns,
- Teachers are not able to meet during the school day without a scheduled appointment.
- To refrain from instructional disruptions, parent will not be permitted to go to the classroom to speak with their child. If you need to speak to your child, he/she will be called down to the office.

Early Dismissals

Pep Rallies:

- During the fall season the elementary attends the high school pep rallies. To ensure safety and student accountability, students must sit with their class and will NOT be dismissed from the pep rally. All students will return to the elementary for regular dismissal procedures. We ask that you allow your child to attend the pep rallies with their class. Any student that attends the pep rally with a parent, must remain in the stands under close supervision of the parent. Students are not allowed on the gym floor at any time.