

Burke School Routine Arrival, Cold Weather Arrival, and Snow Ban Dismissal Procedures

Below you will find a list of questions and answers that are meant to notify and review routine arrival procedures, procedures for weather below 32 degrees, procedures for weather below 10 degrees, heavy rain, heavy snow, or a situation that creates an unexpected safety concern. Please share these procedures with those who will be dropping off or picking your child up. We also ask that you keep your contact information up to date at all times to ensure you receive Connect Ed telephone messages. If you need to update your information for Connect Ed phone calls please see Mrs. Bonfanti in the main office. We appreciate everyone's cooperation in keeping all students and families safe.

What time do routine drop off procedures begin?

- Drop off on days where the temperature is above 32 degrees begins at 8:45. Supervision begins at this time. All students arriving prior to 8:45 must be under the supervision of an adult.

Who is allowed to enter Burke School grounds by car?

- **No entry on school grounds unless you have a handicapped placard from 8:30 a.m. to 9:15 a.m. or a Connect Ed phone call has gone out for drive around drop off.**
- We ask that only teachers, staff and families with handicapped placards enter school grounds. Families entering the grounds with handicapped placards we ask that you park in the designated areas and do not stop in the area that our buses will need to unload students. We also ask that you pay close attention to the buses and do not go around them.
- We appreciate everyone's cooperation with parking on Birch Street and the streets surrounding the school and walking their child down to the back playground or to the main entrance.

Where will children line up on mornings when the temperature is below 32 degrees?

- **On mornings when the temperature is 32 degrees or below students will be let into the building at 8:40 a.m. and proceed directly to the cafeteria. We will**

not line up outside on these days. Students can enter through either the main entrance or the back door and go directly to the cafeteria.

When will drive- around drop off be offered in the morning?

- If the temperature is 10 degrees or below we will offer drive around drop off procedures.
- If there is a snow ban, heavy snow, heavy rain, or an unexpected safety concern during arrival we will offer drive around drop off procedures beginning at 8:45 a.m.
- This will only be implemented when a Connect Ed message or note is sent home with students. We will try to get this information out as early as possible.

How do drive- around drop off procedures work?

- **These procedures begin at 8:45 a.m. and will be initiated by a Connect Ed phone call. Temperatures below 10 degrees, heavy rain, heavy snow, a snow ban or an unexpected safety concern will be reasons for drive around.** This will begin at 8:40 a.m. We ask that families utilizing drive around drop off procedures (including families with handicapped placards) enter the school grounds and proceed all the way around the building, beyond the playground to the side of the building where volunteers will be located to assist children in getting out of their cars. We ask families to be aware of children crossing in both cross walks as they proceed around the building, to maintain a slow speed, and to maintain a single file line. As we unload students we generally unload 4 cars at a time. Please do not let your child out anywhere except in the unloading zone where volunteers are present. We ask all parents to remain in cars and allow volunteers to assist your children. This process takes time and we ask that you are patient and kind to our volunteers.

Why is drive- around drop off procedures not available every day?

- Drive- around drop off procedures requires 4 parent volunteers daily to be able to run safely. I have some parents who have volunteered to help, but have not had enough to offer this procedure consistently. I thank the volunteers who have volunteered their time allowing for us to utilize drive around drop off procedures during.
- We are always looking for additional volunteers to assist with both drive- around drop off and snow ban dismissal procedures (outlined below). If you are able to volunteer to help with drop off arrival procedures please notify Mrs. Becotte

directly 978-536-5420 or becottel@peabody.k12.ma.us. Volunteers do not need to be able to volunteer every day. Please let Mrs. Becotte know if you have any availability.

Dismissal Procedures

Students will be dismissed at 2:55 p.m. Our number one priority is student safety. Below you will find procedures for students leaving school via car, bus, or on foot. **Please note there is no entry to school grounds 2:30 p.m. to 3:15 p.m. unless you have a handicapped placard or are driving a bus or staff vehicle.**

By Car:

- We ask that all parents park their cars on the street and do not enter the Burke School grounds. Please park your car on the right side of the street and not on sidewalks, crosswalks or in front of driveways.
- There is no parking on Terri Road beyond Scott Drive.
- Only individuals who have checked in the office may park in designated spaces in the circle
- We ask for your cooperation in ensuring that great respect and attention is given to the neighborhood and property owners in the neighborhood.
- After exiting your car on the street please proceed to your child's designated door/dismissal area. Parents should meet their children at appropriate doors unless other arrangements have been made.
- Please refer to grade level dismissal doors for locations to meet your child at dismissal time.

By Bus:

- Buses will pick students up in the main circle area. Students will be escorted to buses under the direct supervision of staff.
- Please make sure that your child has a bus tag attached to his/her backpack.

By Foot:

- Students will be dismissed from their grade level doors at 2:55. Adults picking children up should meet their child at the appropriate door unless other arrangements have been made.
- Please inform your child if he/she cannot find you at dismissal, he/she should immediately go to the main office and a staff member will assist him/her.
- If there is an emergency situation that arises and you will be late picking your child up or you need to indicate a change of dismissal plans, please make sure to contact the main office at 978-536-5400.

Please do not leave a message. Please keep calling until you speak with someone. If you call to indicate you will be late, your child will be waiting for you in the main office.

- If your child has a change of dismissal plans (ie., going home with a friend after school) the school must be notified. Children will not be allowed to leave the building unless we have a confirmed change of plans from a parent or guardian in writing. Phone calls to the main office should only be utilized in emergency situations to indicate changes in student dismissal plans.

Early Dismissal and Tardy Procedures

Tardy:

- Any student arriving at school after 9:00 a.m. will be considered tardy
- Any student arriving after 9:00 a.m. will need to sign in at the main office. Students signing in will need to be accompanied by an adult.

Early Dismissal

- If your child must be dismissed early we request that you send a note to school with your child indicating the date, teacher's name, child's name, time of dismissal, and to whom the child is being dismissed.
- If you are coming to dismiss your child during the school day you will need to press the buzzer on the right hand side of the main office. Once buzzed into the school you will proceed to the main office where you will sign out your child and wait for him/her.

We appreciate your cooperation with these procedures and request that you share these procedures with anyone whom might drop off or pick up your child.

Please see Snow Ban Dismissal Procedure on next page.

Burke School “Snow Ban” Dismissal Procedure

This procedure will only be implemented in situations where a Snow Ban is in effect or there is another weather condition that impacts the safety of children at dismissal time. This procedure will only be implemented when notification is sent to families through a Connect Ed message or backpack mail. We will do our best to give as much advance notice to families as possible, but appreciate your cooperation and flexibility in situations that require a shorter amount of prior notification time. Please share these procedures with those who will be picking your child up. We also ask that you keep your contact information up to date at all times to ensure you receive Connect Ed telephone messages. We appreciate everyone's cooperation in keeping all students and families safe.

As always school will be dismissed at 2:55 unless communication is sent with a change of dismissal time.

By Car:

Due to an inability to park on the streets surrounding the school, we will ask families to enter the school grounds in their cars. Once on school grounds you will proceed around the school where a traffic volunteer or staff member will be located to ask for the names of the child/children you will be picking up. The traffic volunteer will take down the names of the child/children and then assign you a cone color (red, green, yellow or blue) and ask you to proceed to the coned area on the side of the school. Once the traffic volunteer takes down your information, he/she will then call to the cafeteria where your child will be located and direct the child to meet you at the specified cone. We ask for your cooperation in remaining in your car during this procedure. We will have volunteers to help assist your child/children in getting into the car.

Walking Down the Back Path:

Children will follow their normal procedure and proceed down the back path unless other notification is sent home to families. Children who walk down the back path individually, with a sibling or other student will initially go to the cafeteria where we will call for all students walking down the back path. A staff member will then dismiss these children to proceed home down the back path being assisted by a traffic volunteer who will help them

cross to the back path. If you intend to pick your child up rather than having him/her walk, please notify the school.

Walking Up the Paths in the Front of the School to Birch St:

We request that due to conditions with sidewalks and traffic in this area that students be met at the school by an adult.

Walking From Your Home to Pick Your Child up:

During these situations it is our number one priority to keep everyone safe and ask everyone who usually walks to the school to take the conditions of the sidewalks and traffic into consideration. If an adult chooses to walk to the school from their home they will need to come into the school and wait at the cafeteria door. A staff member will be there to assist you.

Bus Students:

All students taking bus transportation will follow their normal dismissal procedures.