

Lawton Elementary Final Phase of Arrival and Dismissal Changes

This spring our teachers, staff, and administrators have worked together to analyze and review building procedures in regard to **safety and security**. In February of 2018 our teachers and staff participated in Strategos training which included an active shooter training. This training also involved review of current practices along with recommended updates for a safer future.

Below you will find updated procedures and practices for Lawton Elementary School based on this year's review. **We plan to put this in place Monday, June 4, 2018 as we feel it is safest to practice these changes with students and parents we know.** The goal is to practice now, so that fall implementation runs smoothly.

Arrival: Students will still not enter the building until 7:50 a.m. unless they are having breakfast and those students may begin entering at 7:30 a.m. We are adding some internal changes, like having students immediately enter the classrooms upon entering the building at 7:50 a.m. However in regard to parents, there are only two major changes. The first will be that we will have a few staff members helping along the car loop. The second is that we are asking all parents and guests to either drop their children off using the car loop or park their cars, escort their child(ren) safely to the sidewalk and kiss and hug their children goodbye in the lawn or at our new "Goodbye" station right outside the main office doors. Only students will enter the building before the school day. Anyone else requesting to enter will need to formally sign in at the office and have an official reason for entering (i.e. preplanned conference with teacher).

Because it is impossible to check every person walking into our building, interview them, and determine their intentions with an open door policy, it has been highly recommended to adjust our procedure to only allow students to enter in the building. Rest assured that we have procedures in place to help your child get to class and teachers will be waiting to greet children right when they enter.

We request that drop off not be until 7:50 a.m. as we do not have supervision prior to that. However, on the occasion your child arrives between 7:40 a.m. and 7:50 a.m. please send them to the covered area along the bus loop to join the lines getting ready to enter the building.

Dismissal: We have come up with an efficient and safe dismissal plan that includes a) ensuring how and where each of our children are getting home and b) bringing the children right to you. All teachers will be walking their whole class out of the building. They will drop off daycare and bus students along the way and then head to the car line to ensure those children go with the proper adult. Students walking are the last to leave as they will still be with teachers as they walk around to the front and wish them goodbye. Parents picking up your children will have two options: 1) Use the car loop to pick up your child **curb side only**. 2) Park in a designated parking space, walk through the parking lot to get your children from their teacher and escort them safely back to your car. **Students will not be allowed to walk unattended to a car parked in the lot.**

As always we ask that parents contact the office prior to 2:30 p.m. with any changes in pick up to ensure we are able to get those changes in place for pickup. Also, early signout between 2:30 p.m. and 3:03 p.m. is very difficult as we are trying to get children ready and safely to their dismissal procedures.

Kindergarten Dismissal: All parents will park and pick up kindergarten students from their teachers outside under the covered area off of the bus loop.

GSRP: In 2018-19 all GSRP pick up will be from the outside entrance closest to the GSRP rooms. Parents will need to go to those doors instead of the main office doors to sign out their child(ren).

Car line: For this new plan to work, parents will need to adhere to the car line process including: loading and unloading curb side only, having children ready to exit quickly to allow for traffic to continue moving, and pulling forward to ensure all cars are able to pull into the lot and exit safely once loaded.

This is obviously a new process for all of us. The goal is student safety. Thank you in advance for your patience, support, and efforts as we get this new system into place.

