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Black Mountain Dismissal Procedures

Students will be dismissed based on information given to the office. **Any changes to a student's go home procedure must be submitted in writing the morning of the change or earlier.** An administrator must approve any changes that are made without written permission. These changes will only be approved in case of an emergency. For safety reasons, no changes will be allowed once students start loading the buses.

Dismissal

Kindergarten/1st grade students begin to load buses 8 minutes before dismissal time. 2nd – 5th grade students start to dismiss 5 minutes before dismissal. Middle school students are released once the majority of all elementary students have loaded the bus and cleared the walkway.

School Transportation

Students being transported are under the authority of the bus driver and shall observe all federal, state and local laws, as well as school district policies governing school bus transportation. Elementary students will be placed on their bus by their teacher. Once on the bus, a student is not allowed to leave until their designated stop. An administrator can remove a student in case of an emergency.

Secure Checkout

Parents will be asked to step in the lobby and sign out their child at the reception table. **An ID will be required for check out.** When check out is clear, parents will be given a teacher card with the student's name and asked to wait on the covered patio. When their child has arrived at the designated area, parents are to hand the card to the staff member supervising the Secure Checkout. They will in turn bring the student over. As each class dismisses, teachers will drop off students at their buses then take students to the outside patio. Students will remain with the teacher until they are released.

Walkers

Students who walk home or walk to meet their parents at a designated area will not be released until the official end of the day. This is noted by an announcement that middle school students are released.

Express Checkout – Only for Kindergarten thru 5th Grade Students.

Students can be picked up using the Express Checkout. An Express Checkout form must be filled out in order for this to go into effect. Students will be dismissed to the gym 10 minutes before the dismissal bell. Five minutes before the dismissal bell, the side door will be open for parents. Students can be released to parents as long as there is verbal or visual contact from both the staff member on duty and the parent. If someone other than the parent/guardian picks up the student, the Secure Checkout will be required. Since our gym is also used for afterschool sports and activities, parents will be required to pick up their students before buses are dismissed. If not, students will be changed to Secure Checkout

Student Go Home Instructions

I, _____, the parent/guardian of _____
(Please print Parent/Guardian) (Please print student's name/grade)

have reviewed the above dismissal procedures for Black Mountain and choose the following option for them to be released:

_____ School Transportation _____
(Bus information/stop/specific instructions)

_____ Secure Checkout

_____ Walker – Specify destination (Home, Sitter, Kiss & Go, etc.) _____

_____ Express Checkout for Kindergarten thru 5th Grade Students (Please complete the form on back)

Parent Signature/date