

RES ARRIVAL AND DISMISSAL PROCEDURES 2020-2021

GENERAL INFO.

- Students should be in their seats and ready to learn by 7:55 am when the tardy bell rings.
- Email or call the front office when your student is sick or is absent.
- Changes in transportation must be communicated to the front office by calling 817-949-4700 or emailing our front office staff at THERESA.DODSON@southlakecarroll.edu; ANGELA.DIXON@southlakecarroll.edu; SANDRA.RUIZ@southlakecarroll.edu
- The cut-off time for a change in transportation is **2:15 pm**.
- The cut-off time for early check-out is **2:30 pm**.
- Additional identification will be required for cars and walkers/bikers at dismissal:
 - ALL RES families will be issued a family number that will be used for dismissal throughout the school year.
 - Official RES car signs include this number and are sent home with students on the first day of school. If you need an additional sign, please contact the front office.
 - Teachers will share your family car number with you prior to the first day of school.
 - Official RES car signs will be required for every car in the car line and for families picking up from the walker/biker rider area.
 - All students will be given a backpack keychain with their family number.

BUS RIDERS

- Purchase your bus pass on the [Transportation website](#).
 - Check the CISD [Transportation Bus Routes website](#) for more information regarding bus stops and pick-up/drop-off times.
 - Beginning the first day of school, a CISD Bus pass must be attached to your child's backpack for them to ride the bus.
 - All students K-4 are required to wear a face mask while riding the bus.
 - AM: Students are picked up at your bus stop and dropped off at school.
 - PM: Buses typically leave RES at 3:00 pm.
 - PM: Students must have a parent present at the bus stop to pick them up. For Kindergarteners, if no parent is present, the student will be taken back to RES.
 - PM: Students will not be permitted to ride home with a friend on the bus.
- **The BUS Lane is the second driveway entrance into RES (near the main entrance of the building). This driveway is for Buses only. Please do not use this driveway to enter or exit RES.

WALKERS & BIKE RIDERS

- Must have an adult to accompany the student.
- No animals allowed.
- Be safe by using sidewalks and crosswalks, and be courteous by not walking through our neighbors' yards.
 - Wait for RES staff to signal you to cross on the RES campus.
- Bicycle racks are located near the front of the school on the southwest side of the RES campus closest to the cafeteria.
- Students are responsible for securing their bikes.
- Please do not park in surrounding neighborhoods or our parking lot to be a "walker" in order to avoid the car line.
- AM: Please enter through the front main entrance.
- AM: Only students are permitted into the building past the office.
- PM: Walkers and Bike Riders will be picked up from the South side cafeteria exterior door.
- PM: Adults picking up must have the official RES car sign to pick up their student(s). Signs are sent home with students on the first day of school. If you need an additional sign, please contact the front office.
- PM: Please respect others by remaining in a single file line keeping a six-foot social distance from one another.
- PM: If you child is going home with another family you must either provide that family with your car tag sign, or send written permission to the school.
- PM: If you forget your car tag sign, you will be required to come into the front office to verify your relationship with the student(s).
- PM: If you arrive after the walker line has closed, you will need to pick your child up from the front office.

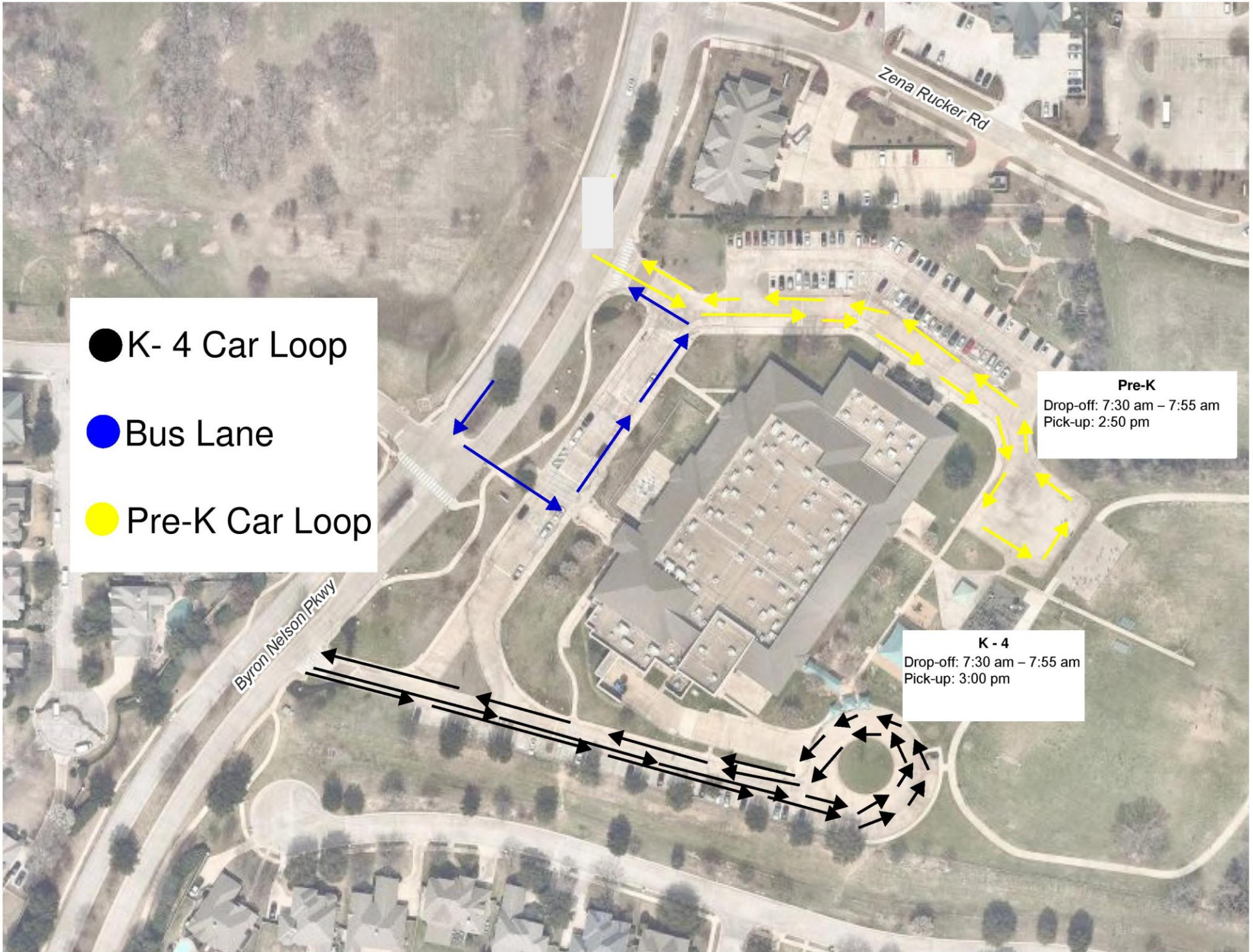
FREE RELEASE WALKERS & BIKE RIDERS:

- Students may dismiss without an adult present **ONLY** if RES front office has received written permission from a parent.
- These students will exit the building from the main entrance at dismissal time.
- Students are expected to use caution when crossing all streets and driveways.

<p>PRE-K CAR RIDERS (& older RES siblings)</p>	<ul style="list-style-type: none"> ● <u>Entering the Car-Rider Loop:</u> This is the LAST entrance into RES located off Byron Nelson closest to Zena Rucker Road. ● This is a SINGLE lane car loop designed to allow pre-k students easy access to their new wing of the building. ● When you have arrived in the loading/unloading zone, please pull all the way forward and help your child into/out of the car. <ul style="list-style-type: none"> ○ To keep our staff safe, we will not be assisting with any buckling/unbuckling or opening/closing car doors. ○ All students are expected to exit/enter their car from the curbside only (back right passenger side). ● AM: Car line opens at 7:30 am and closes at 7:55 am so that our teachers on duty can return to class to teach. ● AM: If you have a pre-k student and students in other grades also attending RES, we ask that you drop them all off in this area. Pre-K students will enter into the Pre-K wing and older siblings will enter through the back E hallway (near the Science Lab) and proceed to their classrooms. ● AM: If you arrive after 7:55 am, please pull through the front driveway to drop your child off at the main entrance, to obtain a tardy slip. ● PM: Dismissal starts at 2:50 pm for pre-k students. If you are also picking up an RES older sibling (they will be released at 3:00 pm), we ask that you not join the car line before 3:00 pm, as you will be holding up the lane for parents who are picking up only a pre-k student. ● PM: Cars must have the official RES car rider sign in order to pick up students from the car loop. Signs are sent home with students on the first day of school. If you need an additional sign, please contact the front office. ● PM: Please have your sign visible from your driver side window, so our name caller can easily view it. ● PM: If you child is going home with another family you must either provide that family with your car tag sign, or send written permission to the school. ● PM: If you forget your car tag sign, you will be required to come into the front office to verify your relationship with the student(s). ● PM: If you arrive after the car line has closed, you will need to pick your child up from the front office.
<p>K-4 CAR RIDERS</p>	<ul style="list-style-type: none"> ● <u>Entering the Car-Rider Loop:</u> This is the FIRST entrance into RES located off Byron Nelson closest to Bryson Way. ● This is now a DOUBLE lane car loop. ● Once you are in the loop, your car is facing east, the single lane splits into two lanes, and you will need to select either the left or the right lane. Please then remain in your lane and do not try to pass other cars. ● When you have arrived in the loading/unloading zone, please pull all the way forward and help your child into/out of the car. <ul style="list-style-type: none"> ○ To keep our staff safe, we will not be assisting with any buckling/unbuckling or opening/closing car doors. ○ All students are expected to exit/enter their car from the curbside only. <ul style="list-style-type: none"> ■ Right Lane=the back seat passenger side; Left Lane=the back seat driver side. ● The car loop remains a two-lane drive through loop until cars have passed through the loading and unloading zone. At that point, cars will merge into one lane to exit Byron Nelson. This exit is a right turn only exit. Should you need to head south down Byron Nelson, you will need to make a U-turn near the intersection of Byron Nelson and the RES pre-k car loop entrance. ● AM: Car line opens at 7:30 am and closes at 7:55 am so that our teachers on duty can return to class to teach. ● AM: If you arrive after 7:55 am, please pull through the front driveway to drop your child off at the main entrance, to obtain a tardy slip. ● AM: Students unloading on the crosswalk side will exit their car, line up single-file on the sidewalk, and wait for a RES staff members to stop traffic so they may safely cross and enter the building. ● PM: Dismissal starts at 3:00 pm. ● PM: Cars must have the official RES car rider sign in order to pick up students from the car loop. Signs are sent home with students on the first day of school. If you need an additional sign, please contact the front office. ● PM: Please have your sign visible from your driver side window, so our name caller can easily view it. <ul style="list-style-type: none"> ○ Right Lane – the passenger window; Left Lane – the driver window. ● PM: If you child is going home with another family you must either provide that family with your car tag sign, or send written permission to the school. ● PM: If you forget your car tag sign, you will be required to come into the front office to verify your relationship with the student(s). ● PM: If you arrive after the car line has closed, you will need to pick your child up from the front office. <p>**The car line is very long at the beginning of the year as our students (especially the younger ones) get used to our dismissal routines. Please be patient with them and with us.</p>

OTHER IMPORTANT INFORMATION

RES SCHOOL ZONE AND PARKING LOTS	<ul style="list-style-type: none"> ● When walking onto campus, we ask that you please use the crosswalks as you approach the building. <ul style="list-style-type: none"> ○ The RES campus does not have a safe zone for parents to park and physically walk to the campus doors to drop-off or pick-up their children. Therefore, you must enter the car-rider loop when dropping off or picking up your child. The only appropriate exception is to walk or bike from your house. ● Remember to park in designated visitor parking areas only. Avoid parking on sidewalks, crosswalks, fire lanes, etc. <ul style="list-style-type: none"> ○ Visitor parking is available in the front driveway parking spots between 8:15 am and 2:30 pm. It is a ONE way driveway. Please turn in the FIRST entrance into RES located off Byron Nelson closest to Bryson Way and make your way left through the front driveway. ○ If you need to park prior to 8:15 am or after 2:25 pm, please park in the North RES Parking lot. This is the only lot that will ensure you will not be blocked in as all other parking spaces fall in conjunction with a dismissal route. ● Drive slowly and safely in posted school zones (20 mph), watching carefully for pedestrians and children. ● Cell phone use is prohibited and punishable by fine in posted school zones.
SPECIAL EVENT PARKING	<ul style="list-style-type: none"> ● On days with special events with many visitors (if situation changes), we suggest that you park in the following locations: <ul style="list-style-type: none"> ○ The RES main driveway parking spots ○ The RES South parking spots to the right of the K-4 car loop ○ The RES North parking spots near the building to the right of the Pre-K car loop ○ The RES North parking lot to the left of the Pre-K car loop
VISITORS	<ul style="list-style-type: none"> ● There are no visitors allowed in the building at this time. ● If you need to drop off an item for your child, check out your child early, or have a scheduled appointment that cannot be held virtually, you will need to follow the following procedures: <ol style="list-style-type: none"> 1. Ring the intercom at the front door. 2. Show your ID and lower your mask to be verified. 3. Once verified, tell staff why you are visiting. 4. Staff will buzz you into the foyer. 5. If dropping off an item, label the item with your student's and teacher's name and leave it on the table. Staff will take the item to your child. 6. If you are needing to check out your child or come into the building for a meeting, please proceed to the prep station within the foyer and use the hand sanitizer and gloves before proceeding into the reception area. 7. First time guests need to present their ID to the receptionist to be scanned. All others may proceed to the Raptor station to log your reason for visiting and receive your visitor sticker. <ol style="list-style-type: none"> a) Those checking children out may then proceed back to the foyer area and wait for your child there. b) Those needing to enter the academic wing for any reason will need to answer a health questionnaire and have their temperature checked before entering the building.
TARDY POLICY	<ul style="list-style-type: none"> ● When arriving after 7:55 am please pull through the main RES driveway and stop in front of the main entrance closest to the curb. ● Allow your child to safely exit the car and watch them proceed to the main entrance. <ul style="list-style-type: none"> ○ Please do NOT drive away until your child has safely entered the RES building. ● Your child will need to complete the following steps: <ol style="list-style-type: none"> 1. Ring the intercom to enter the building. 2. Tell the receptionist their name and open the door into the foyer when buzzed through. 3. Proceed through the foyer into the reception area to obtain a tardy slip (if multiple students are waiting for a tardy slip, all students are expected to remain six feet apart).



- K- 4 Car Loop
- Bus Lane
- Pre-K Car Loop

Pre-K
Drop-off: 7:30 am – 7:55 am
Pick-up: 2:50 pm

K - 4
Drop-off: 7:30 am – 7:55 am
Pick-up: 3:00 pm

Byron Nelson Pkwy

Zena Rucker Rd