



Official Procedure of Ogden Preparatory Academy

7. Students

7.20.PRC.1 Student Dismissal/Pick-up Procedures

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School dismissal procedures are important for staff and students. Teachers attend weekly staff meetings and prepare for the next school day; Students are ready to go home after an intensive, productive day of study. For these reasons, it is imperative for students to be picked up in a timely manner at the end of the day.

- Students must be picked up no later than 30 minutes after dismissal time.
- Dismissal times:
 - AM Kindergarten: 11:20 a.m. (11:50 a.m. if eating lunch)
 - All other students: 3:00 p.m.
- A record will be kept of students left at school for more than 30 minutes after dismissal time.
- After the third occurrence, an evaluation will be made regarding further action. The administration will then determine whether or not the Department of Child and Family Services will be contacted.

Outside Dismissal/Pick-Up

K-6

- Students will be lined up with their classes promptly at 3:00 pm.
- Parents and guardians may pick up students by waiting in the car line or parking and walking to the student's class area.
- Students who walk or take daycare transportation must inform teachers and office staff. Parents/Guardians shall notify the school via written notification for students who walk off campus as a standing procedure. Teachers shall maintain records of regular walking students. Standard procedures can be altered through notification on individual days via calling into the office or sending a signed note to school with the student.
- Parents are encouraged to create designated off campus pick up areas with their students.
- K-4 students line up with classes in front of the building.
- K-4 Teachers maintain class lists and parent notification instructions on clipboards which are stored in teacher mailboxes. Teachers wait with classes for students and check students names on the clipboards when they depart.

- 5-6 students walk with their teacher to the soccer field on the southeast portion of the property and are released.
- 15 minutes past dismissal, all teachers return to the building along with any K-4 students who are remaining.

7-9

- Students are dismissed from classes at time of dismissal.
- Students should leave the building unless they are under the supervision of a teacher or parent.
- Four (4) teachers shall be assigned to monitor students in the parking lot.
 - The objective of the monitoring teachers is first to protect students as they leave the school and second to maximize traffic flow to assist in students and parents leaving the parking lot.
 - One (1) on each side of the crosswalk near the building shall monitor students and direct traffic.
 - One (1) on each side of the crosswalk which crosses the incoming traffic on the South-West of the parking lot shall monitor student activity and assist students in crossing the crosswalk.
 - Teachers shall monitor the parking lot until 15 minutes past dismissal or until the majority of students have cleared the area whichever is later.

Indoor Dismissal/Pick-Up

- Administration will determine if indoor dismissal is required.
- A “one-call” will be sent out at least 30 minutes prior to dismissal.
- All after-school Elementary activities will be cancelled.

K-6

- Preparation
 - 3-4 sets of Indoor Dismissal Sign-Out Sheets shall be copied and placed on clipboards.
 - Indoor Dismissal Pick-Up tickets printed, cut, and ready for distribution.
 - Secretaries shall prepare a list of students who can not be picked up by a parent.
 - The Shared Dismissal Document shall be cleared and re-shared with all teachers.
 - Tables and chairs shall be placed across back of lobby for name entry. Tables shall act as a barrier for visitors. An aisle shall be placed for parents to go to the gym.
 - An administrator shall make an All-Call to notify all teachers and staff of indoor dismissal and direct them to open the Shared Dismissal Document.

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- Staff and Administration Stations
 - 1 Directing parents at the door (Secretary).
 - 1 Managing the line and directing parents to the next available person collecting names and signatures.
 - 3-4 Collecting names on Indoor Dismissal Sign-Out Sheets, entering names into the Shared Dismissal Document, and giving parents a pick-up ticket. Stationed at tables across the back of lobby.
 - 2 in the Gym.
 - 1 Answering phones (secretarial desk).
 - 1 Checking releasability for students being picked up by non-parents and answering phones as time allows. (Secretary).
 - 1 Monitor of hallway movement (does not allow anyone past the lobby).
 - 1 Daycare monitor watching for daycare vans and calling specific daycare students as they arrive.
- Parents/Guardians
 - Parents must come into the building to collect their student(s).
 - Parents must complete the Indoor Dismissal Sign-Out Sheet with the student's name, the name of the person picking up the student and the student's grade.
 - Non-parents shall be directed to the staff member who is looking up students (secretarial desk).
 - Parents shall be given a pick-up ticket, and meet their student in the gym.
- Students
 - Student's names shall be typed into the Shared Dismissal Document. The Shared Dismissal Document shall be displayed in all teacher's rooms. Teachers shall release students to the gym when the student's name appears in the Shared Dismissal Document.
 - Walking students shall be released when indoor dismissal is determined completed.
 - Bus/daycare students shall be dismissed from class when their bus/van arrives.
 - Staff children shall be released to go to their parents at time of dismissal.
 - Administration shall release all remaining students if the weather clears, or when indoor dismissal is determined completed.
- Teachers
 - Teachers shall create a substitute plan which shall be communicated to substitutes.
 - Teachers shall release students to the gym when the student's name appear in the document, or when the student's daycare is announced.

7-9

- Students must go to the lobby or outside at time of dismissal.
- Students who are walking with younger siblings shall check siblings out in the Elementary Front Office.

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- Students who are being picked up by an adult who is also picking up K-6 students should meet the adult and K-6 students outside of the building.
- Teachers shall monitor classrooms and hallways to encourage students to go to the lobby or outside.

One Call Phone Script

Due to the severity of the weather, OPA Elementary will conduct an indoor dismissal today. Please come into the Elementary Office to obtain a ticket for picking up your student(s). All after-school Elementary clubs are cancelled. Secondary students shall be released per usual. Thank you for your patience.

Document History

Approved: 02/17/2017 *One of the original procedures was originally Board Approved 12/13/06 and Board Revised 04/08/14.*

Revised: 02/25/2019 *Combined the 2 dismissal procedures into one. Revised Indoor dismissal. Added one-call script.*

Legal References

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