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ARRIVAL AND DISMISSAL SAFETY ENFORCEMENT

2018-2019

For your child's safety, Frank C. Martin K-8 Center is a CLOSED CAMPUS SCHOOL. All students in Kindergarten through Eighth Grade must be dropped off in the Drop-Off/Pick-Up lot located on Boggs Drive, adjacent to the school's cafeteria. Parents/Adults MAY NOT enter the building during arrival and dismissal time.

Classes in pre-kindergarten and kindergarten begin promptly at 8:20 a.m. First through fifth grade classes begin promptly at 8:35 a.m. Pre-kindergarten students must be delivered to and picked up from the classroom door by an adult. This is the only exception to the closed campus rule which will be strictly enforced beginning Wednesday, August 22, 2018. Following this date, all other students are required to assemble in their assigned area until they are picked-up by the classroom teacher and escorted to the classroom. Students are supervised from 7:45 a.m. until 8:25 a.m. PYP students will be escorted from their waiting location by the homeroom teachers, MYP students will enter the middle school building at 8:25 from the pavilion.

The supervision of students begins at 7:45 a.m. **Arrival prior to 7:45 a.m. presents a safety risk to the student and may jeopardize continued enrollment at FCM.** Kindergarten through third grade students are supervised in the school cafeteria. Fourth through fifth grade students are supervised in International Plaza. MYP Students are supervised on the PE Pavilion. Students/Parents **may not** wait within the hallway or at the classroom door for the start of class in the morning. Parents **CANNOT** accompany their child to the cafeteria for breakfast. This is to ensure the safety of all children, by prohibiting interaction between unidentified adults and our students. Parents who have scheduled business with a faculty or staff member may conduct said business beginning at 8:00 a.m. by signing into the security desk/main office as a visitor/volunteer. Signing in as a visitor or volunteer will not be allowed to simply walk a student to the classroom or cafeteria.

Arrival after the 8:35 a.m. bell means the student is tardy. **Students who are tardy must be accompanied to the office by a parent to pick up an ADMIT to class. The student will be escorted by security to the assigned classroom. Parents will not be permitted to escort tardy students to the classroom.**

Classes are dismissed at 3:05 p.m. on Monday, Tuesday, Thursday and Friday, and at 1:50 p.m. on Wednesday. Teachers supervise students at assigned exits at dismissal time. Students are to follow instructions applicable to their personal circumstance, e.g. After-School Care, bus pick-up location, parent pick-up procedure. **NO LOITERING IN THE INTERNATIONAL PLAZA WILL BE PERMITTED AFTER SCHOOL.** Parents **MUST** remain outside the perimeter fencing at pick-up time in the afternoon. Parents may not wait for students at the classroom door or within the campus hallways. It is preferred that parents utilize one of the two drive up pick-up lanes to receive students in the afternoon (see reverse for directions).

All students who have not been picked up by 3:15 p.m. will be escorted to the After-School Care Program. **AN ADULT MUST SIGN OUT THE STUDENT(S).** Parents who find it difficult to pick their child up by dismissal time, should consider enrolling their child in the After-School Care program. Forms are available in the elementary school office. **Continued late pick-up of students will jeopardize their enrollment at FCM K-8.**

Before and After-School Care is operated by Frank C. Martin International K-8 Center. The After-School Care Manager can be reached via the main office at (305) 238-3688. Hours of service are as follows:

- Before-School– Daily 7:00 a.m. – 8:15 a.m.
- Story Hour (Not Wed) 1:50 p.m. – 3:05 p.m.
- After-School (Daily) 1:50 p.m. – 6:00 p.m.



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The expectations for each area are provided below and apply each day, without exception. Please be sure to share this information with anyone responsible for transporting your child to and from school.

Morning Arrival Supervision 7:45 am – 8:30 am (Beginning Wednesday, August 22, 2018):

- All Pre-Kindergarten students will be escorted to the classroom door by a parent/guardian. (Passes will be provided to allow access)
- All Kindergarten through Third Grade students will be supervised in the cafeteria.
- All Fourth and Fifth Grade students will be supervised in International Plaza.
- All Sixth through Eighth Grade students will be supervised on the PE Pavilion.
- **NO STUDENT WILL REMAIN AT THE TEACHER'S DOOR PRIOR TO THE START OF SCHOOL.**
- **NO PARENT/GUARDIAN MAY ENTER CAMPUS DURING ARRIVAL TIME.**
- Homeroom teachers will pick up students from their designated wait areas as follows:
 - Kindergarten – By 8:15 a.m. First through Fifth Grade –By 8:30 MYP Students will be given access to enter the building at 8:25 am.

Carpool/Drop Off Lane: (Front of school located on Boggs Drive)

All Kindergarten through Eighth Grade students will arrive at the cafeteria parking lot utilizing the drive through service. (see map) Security will assist with the supervision of students who are exiting vehicles in the lane. Faculty will supervise students at the designated wait locations. **Absolutely NO parking in the designated drop-off area.** An adult must remain behind the wheel of the vehicle at all times, with the engine running. Students will enter the building using the north end cafeteria entrance.

Carpool/Pick-up Lane: (PYP - Front of school located on Boggs Drive / MYP –building located on Harrison Street)

- Due to the 1:50 daily dismissal, Pre-Kindergarten and Kindergarten students are picked up at the classroom door.
- First through Third grade students are dismissed from the drive-up lane located on Boggs Drive, adjacent to the cafeteria.
- Fourth through Eighth grade students are dismissed from the drive-up lane located on Harrison Street, adjacent to the Middle School building.
- **NO STUDENT MAY BE PICKED UP IN THE FACULTY/STAFF PARKING LOT LOCATED ON HARRISON STREET**
- Cars must drive up to the pick-up area before allowing students to exit/enter the vehicle – double stopping/parking is a violation and poses serious safety concern.
- Waiting parents are to pull forward, closing the gaps in the lane to expedite the dismissal process.
- U-turns are not permissible.
- Students will not be permitted exit/enter a vehicle (please refrain from calling your child across the street and/or through stopped vehicles)
- Adults will assist your child/ren in getting into your vehicle.
- When exiting the pick-up lane you may make a **right turn only**. This will ease the flow of traffic.
- There will be **no walking** through these designated areas by either parents and/or students.
- Parents wishing to **walk-up to receive their child** may do so at the PYP main entrance located on Boggs Drive. Parents will not be allowed to enter the campus. Please ensure that your child's dismissal plan is listed as "walker" to ensure that he/she is escorted to this area to await parent arrival.

Parent Parking:

- Handicapped stalls are reserved for those individuals who have a posted handicap pass
- Double parking is not permitted
- Parking along the fencing and/or adjacent to the entrance/exit is not permitted
- **Parents may utilize the open field located across from the elementary building to drop-off/pick-up students through the entrance of the PYP building.**
- **Parents may utilize the parking lot located at Sgt. Delancy Park during arrival and dismissal times.**
- The faculty/staff parking lot has been reserved for FCM employees.

Bus Drop Off/ Pick Up:

- **No parking of vehicles other than MDCPS school buses in the designated bus area along Boggs Drive.**

Please feel free to contact Ms. Joseph, Ms. Benitez or Mr. Hoel, should you need further clarification. Thank you in advance for your support.