



# LENORA BRAYNON SMITH ELEMENTARY

## DISMISSAL PROCEDURES



### Primary Dismissal

*Pre-kindergarten teachers will escort their students to the cafeteria for dismissal no later than 1:45 p.m. Kindergarten and first grade teachers will escort their students north end of the campus for parent pick up @ 1:50 p.m. First grade teachers will dismiss students from their back door towards the driveway for parent pick up @ 1:50 p.m. All students in aftercare will be escorted to the cafeteria by a supervising teacher. Teachers are to escort any remaining students to the side entrance foyer to be seated by the cafeteria in front of the security desk. Parents for late pick-up students will need to sign them out with security at the side entrance.*

### Intermediate Dismissal

*2<sup>nd</sup>- 5<sup>th</sup> grade teachers will dismiss students according to how they will depart from school:*

#### **Mon., Tues., Thurs. & Fri Order of Dismissal**

- *At 3:00pm, 2<sup>nd</sup> & 3<sup>rd</sup> will be dismissed. Aftercare and walkers will exit through the doors located at the north end of the campus.*
- *At 3:03 pm, 4<sup>th</sup> & 5<sup>th</sup> will be dismissed. Aftercare and walkers will exit through the doors located at the north end of the campus.*
- *All students in Parent Pick- Up will exit through the main entrance, using the walkway towards the main entrance located east side of the campus.*
- ***Student Drop-Off Pick-up (as applicable)***  
*Parents must not block the circular driveway at any time. All parents must park on the perimeter of the school.*

### Rainy Day Procedures

*Once announced, a staggered dismissal, will begin at 3:00 p.m. ALL Aftercare/Park students will be dismissed and escorted to the cafeteria once announced for departure. Parent Pick-Up and Walkers will be dismissed @ 3:05pm. Walkers will be escorted by supervising teachers down the hallway and exit through the double doors located north of the school. All students in Parent Pick- Up will exit through the main entrance, using the walkway towards the main entrance located east side of the campus.*

*Second through fifth grade students dismissed as parent pick up, will exit the building, and stand under the shelter at the main entrance.*