



WAPPINGERS

Central School District

James S. Evans Elementary School

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LAUREN HERNANDEZ, PRINCIPAL



Middle States Association
of Colleges and Schools

Member

The mission of the WCSD is to empower all of our students with the competencies and confidence to challenge themselves, to pursue their passions, and to realize their potential while growing as responsible members of their community.

November 22nd, 2016

Dear Evans Community,

Aside from teaching and learning, safety is our top priority at James S. Evans Elementary School. The Evans Safety Team meets each month to discuss any possible safety concerns, review emergency procedures, and work collaboratively to ensure the safety of our students, faculty, and staff. Members of the Evans Safety Team include law enforcement, teachers, staff members, and parents.

At our November meeting, we reviewed and updated our arrival and dismissal procedures. Effective **Monday, November 28th, 2016** we will be implementing the following procedures:

Arrival

Drop-Off Process

- Student drop-off is from 8:40am to 9:00am. The line of cars and buses can be backed up the front driveway. Please make sure that if you are choosing to drop your child off that you allow enough time so that your child makes it into the building *before 9:00am*.
- To drop-off your child between 8:40-9:00am, please pull your vehicle into the middle island and proceed to the adult at the crosswalk.
- If you arrive *after 9:00am*, you will **not** be permitted to drive through the middle island. Instead, proceed to the front entrance of the building and sign your child in with the Greeter. Any student entering the building after 9:00am is marked as "tardy unexcused." Please see the list of "excused" reasons on the back of this letter.

Dismissal

Pick-Up Notes

- You must send your child to school with a note in order to pick-up your child from school. If you are picking your child up every day or on specific days of the week for the entire year, you can write one note.
- Daily and Permanent Pick-Up time is 3:35pm in the cafeteria. Please report directly to the cafeteria and wait inside the cafeteria for your child.
- If you are picking up your child *before 3:35pm*, you must write a note and indicate the time. Any student who is picked up before 3:35pm is marked as "early dismissal unexcused." Please see the list of "excused" reasons on the back of this letter.

Pick-Up Process

- We will begin the check-in process for parents/guardians at 3:25pm. No one will be allowed in the building for pick-up prior to that time. Be prepared to show a valid photo ID to the Greeter.
- Once checked in, proceed through the main cafeteria door and wait inside the cafeteria for your child.
- After you have received your child, exit through the door by the Greeter's desk where a staff member will check you out.

These changes to our arrival and dismissal procedures are to ensure the safety and well-being of our students. As always, we thank you for your cooperation and support.

Warm Regards,

Lauren Hernandez & Evans Safety Team

Reasons that are considered “excused”:

- Personal illness
- Death in the immediate family
- Impassable roads or weather related problems
- Religious observance
- Legal obligation, required attendance in court
- Quarantine
- Doctor/Dental/Professional Appointment
- Military obligations
- College visitations
- Approved school-sponsored activities, including field trips, interscholastic athletics, musical and other competitions
- Approved cooperative/work study program
- Suspension
- Other excused absence per district discretion
- Parent or legal guardian has been called to duty for, is on leave from or immediately returned from deployment to a combat zone or combat support posting to be granted additional excused absences at the discretion of the Superintendent or designee