



Robert S. Hyer Elementary School

Arrival and Dismissal Procedures
Carpool and Crossing Guard Map

2 | HYER GENERAL INFORMATION

THE SCHOOL DAY

Hyer's school day starts at 8:00am and dismisses at 3:15pm for all students.

GENERAL ARRIVAL PROCEDURES

- Students should plan to arrive each morning by 7:50am.
- The accessible doors for students to enter the building are the front doors on Durham and the side doors on Wentwood. Hyer staff will be monitoring all doors each morning beginning at 7:30am.
- Teachers will open their classroom doors at 7:50am when the first bell rings.
- Students arriving before 7:50am will be directed to the gym to sit quietly.
- Students arriving with their parents before 7:50am will wait in the first-floor hallway either in the front foyer or on the window seats as directed by a staff member. All students and parents will be able to go to their grade-level pods and classrooms when the 7:50am bell rings.
- Class begins promptly at 8:00am when the second bell rings. Parents should leave at this time to minimize class distractions.
- See page 6 for more specific arrival instructions.

BUILDING SECURITY

Classes begin at 8:00am and all exterior doors to the school are locked at 8:05am. After 8:05am, access is permitted only through the front doors on Durham. All volunteers and visitors must sign in and wear a badge during school hours. Please bring any forgotten items for students to the front office for delivery. Please do not interrupt classrooms. If your student arrives after 8:05am, please sign him/her into school in the front office.

GENERAL DISMISSAL PROCEDURES

Prior to the start of the school year, parents will notify their student's teacher of their preference for pick up – either carpool or other (in-person pick up/walking/biking). Parents must use the same plan for pick up every day of the school year. Should there be a change on a particular day, a note or email should be sent to your student's teacher that morning indicating the dismissal change.

Students are expected to leave school each afternoon immediately after being dismissed at 3:15pm. Crossing guards are on duty for a reasonable length of time at designated intersections.

If your student is in Kindergarten or 1st grade and will not be using carpool, a teacher must release your student to you in person. If your student is in 2nd through 4th grade, they will be able to walk or ride their bike home on their own. See page 6 for more specific dismissal instructions.

PARKING POLICY

- There should never be any unattended cars parked in the queue lane during arrival/dismissal times.
- Parking can be found on the streets surrounding the school, except where prohibited by parking signage or painted yellow "no parking" curbs.
- Please be respectful of our neighbors and do NOT block residential driveways or alleys.
- It is illegal to park within 20 feet of an intersection, including alleys, or within 30 feet of a stop sign. Doing so impedes drivers' visibility as they approach an intersection and puts pedestrians, as well as other drivers, at risk.
- Parking is NOT allowed in any of the Northway Christian Church parking lots at any time, including drop off and pick up, unless otherwise communicated in The Husky Herald.
- The inset parking area south of the designated carpool drop-off and pick-up area is a reserved spot **24/7** on school days for the 2019-2020 Auction Winners.

3 | SPECIFIC ARRIVAL PROCEDURES

ARRIVAL OF CARPOOL STUDENTS

- Carpool begins at 7:30am.
- Enter the carpool queue from Airline ONLY, south of Wentwood.
- Please enter at the end of the queue and do NOT cut in front of other cars in the queue.
- Do NOT enter the carpool queue from Wentwood, Northwest Parkway, Northwest Highway, Villanova or Durham.
- While waiting, do NOT block any intersections and note that walkers and bikers will be crossing all intersections along the carpool route.
- Drivers will continue to move forward in the carpool queue until they enter the designated drop-off area in front of the school on Durham.
- **Students may ONLY exit a vehicle at the designated drop-off area where Hyer staff and Dads Club volunteers will unload 5 cars at a time. Students may NOT exit the vehicle at any other point along the carpool queue.**
- Students will enter the school through the front doors on Durham and be directed by staff to the gym to sit quietly until the 7:50am bell rings.
- Once students have safely exited the vehicle, drivers may pull onto Durham, yielding to street traffic.
- Continue south on Durham. **NO right turn onto Wentwood.**
- Please ensure caretakers understand the carpool procedures.
- The inset parking area south of the designated carpool drop-off and pick-up area is a reserved spot **24/7** on school days for the 2019-2020 Auction Winners.

ARRIVAL OF NON-CARPOOL STUDENTS

- Students may arrive beginning at 7:30am. Students and parents not participating in carpool should enter the school through the doors on Wentwood. Bike racks are available by the Wentwood doors. Please arrange bikes neatly.
- Students unaccompanied by parents will be directed to the gym to sit quietly until the 7:50am bell rings. Students accompanied by parents will wait in the first-floor hallway either in the front foyer or the window seats as directed by a staff member until the 7:50am bell rings.
- Upon approaching the school, bikers should dismount and walk their bikes along the sidewalk and through all intersections. Please always have students walk their bikes along sidewalks that are congested with pedestrian traffic.
- Please remind students to stay on sidewalks at all times, even if the sidewalks are crowded. It is not safe for a student to be in the street!
- Please take note of where crossing guards are stationed as you plan your student's route to school.
- Please cross streets at intersections ONLY, preferably intersections attended by crossing guards. Use extreme caution when approaching alleys.
- Please be aware of the carpool queue along Airline.
- **Note - Wentwood and Northway Christian Church parking lot are NOT drop off locations if you are in your vehicle.**

4 | SPECIFIC DISMISSAL PROCEDURES

DISMISSAL OF CARPOOL STUDENTS

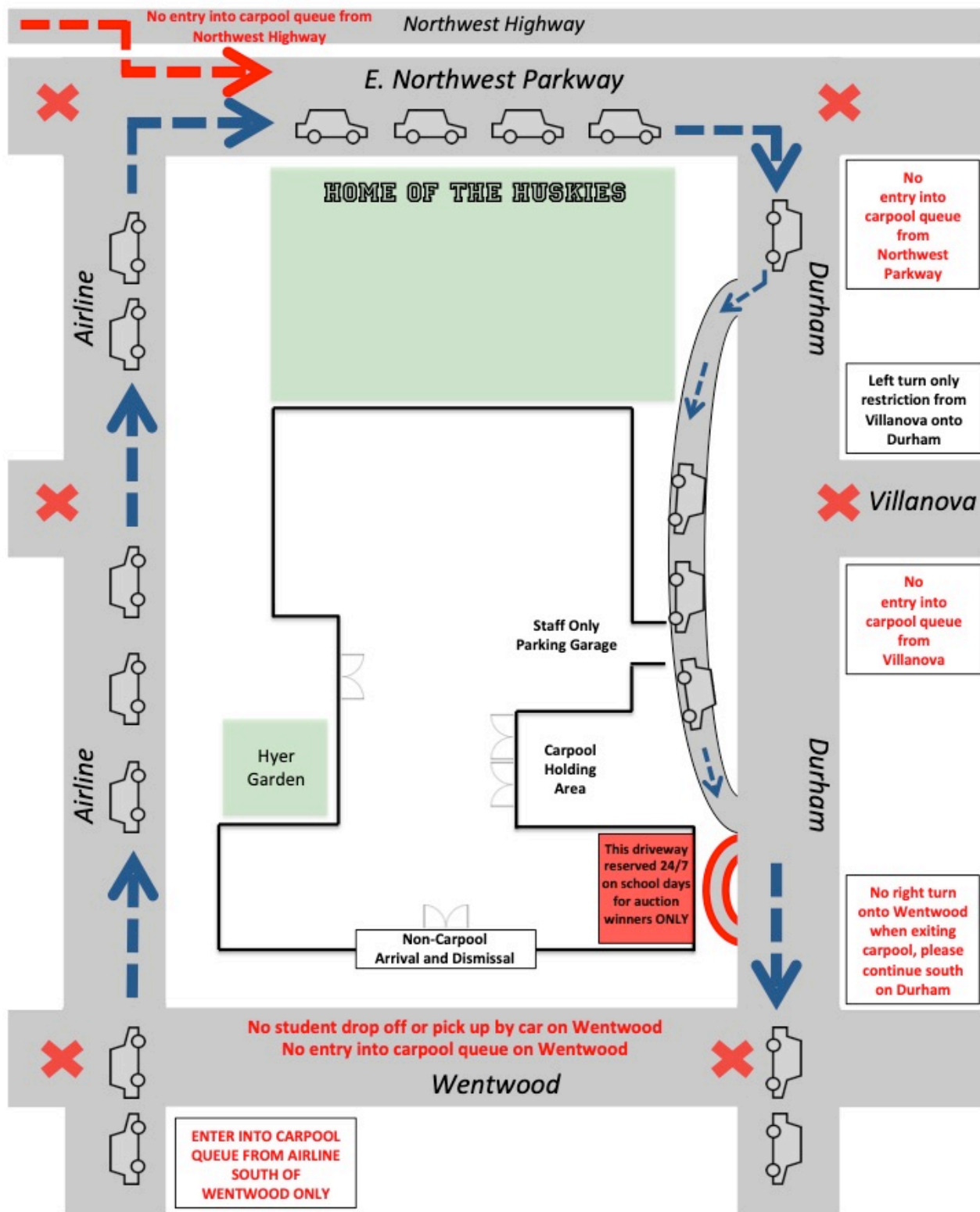
- Dismissal begins at 3:15pm.
- Place your carpool sign on the passenger side dash of your car with the name of each child you are picking up. Use a sign even if you are only picking up one child. Each grade-level will have a designated color to help teachers run the carpool queue. Signs will be distributed to each student at Meet the Teacher night. Additional signs will be available in the front office.
- Enter the carpool queue from Airline ONLY, south of Wentwood.
- Please enter at the end of the queue and do NOT cut in front of other cars in the queue.
- Do NOT enter the carpool queue from Wentwood, Northwest Parkway, Northwest Highway, Villanova or Durham.
- While waiting, do NOT block any intersections and note that walkers and bikers will be crossing all intersections along the carpool route.
- Drivers will continue to move forward in the carpool queue until they enter the designated drop-off area in front of the school on Durham.
- Students may only enter a vehicle in this designated area where Hyer staff will load 5 cars at a time.
- Once students have safely entered the vehicle, drivers may pull onto Durham, yielding to traffic.
- Continue south on Durham. **NO right turn onto Wentwood.**
- Please ensure caretakers understand the carpool procedures.
- The inset parking area south of the designated carpool drop-off and pick-up area is a reserved spot **24/7** on school days for the 2019-2020 Auction Winners.

DISMISSAL OF NON-CARPOOL STUDENTS

- Dismissal begins at 3:15pm.
- Students walking, biking or meeting their parents will be released through the doors on Wentwood.
- Please note that Kindergarten and 1st grade students must be released to a parent or older sibling in person and may NOT ride their bikes or walk home.
 - Kindergarten Pick Up
 - Students will wait on the porch near the dismissal door and will be released to parents or older sibling at the “Kinder Pick Up” sign when the child “checks out” with a teacher.
 - First Grade Pick Up
 - Students will wait under the large tree by the “First Grade Pick Up” sign and will be released to parents or older sibling when the child “checks out” with a teacher.
- Parents or older sibling should wait for 2nd through 4th grade students near the Wentwood doors. If not meeting a parent, 2nd through 4th grade students are encouraged to walk or ride their bikes home with an adult or group of other students.
- Upon leaving the school, bikers should walk their bikes along the sidewalk and through all intersections. Please have students walk their bikes along all sidewalks that are congested with pedestrian traffic.
- Please remind students to stay on sidewalks at all times, even if the sidewalks are crowded. It is not safe for a student to be in the street!
- Please take note of where crossing guards are stationed as you plan your student’s route from school.
- Please cross streets at intersections ONLY, preferably intersections attended by crossing guards. Use extreme caution when approaching alleys.
- Please be aware of the carpool queue along Airline.
- **Note - Wentwood and Northway Christian Church parking lot are NOT drop off locations if you are in your vehicle.**

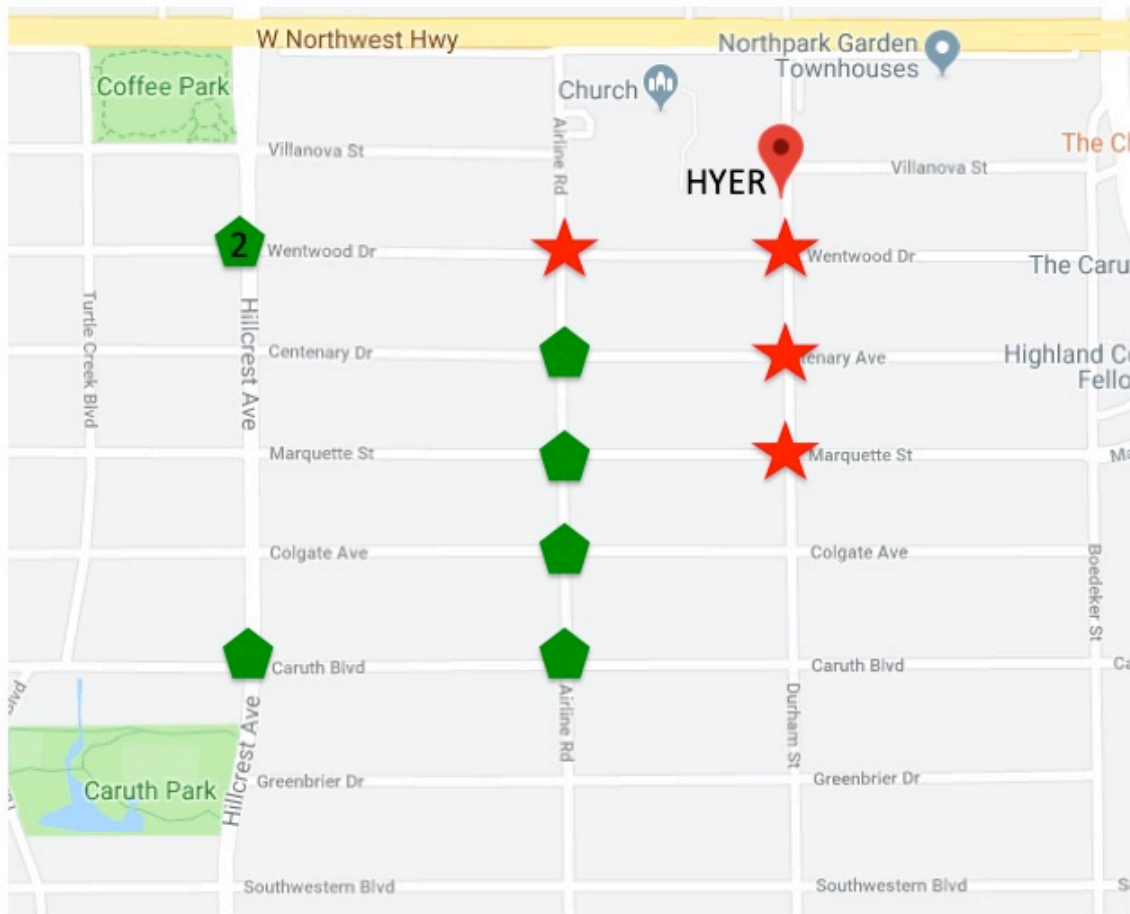
5 | ARRIVAL & DISMISSAL MAP

HYER ELEMENTARY ARRIVAL AND DISMISSAL MAP



6 | CROSSING GUARD MAP

MAP OF CROSSING GUARDS FOR HYER ELEMENTARY SCHOOL



City of UP Crossing Guard



City of Dallas Crossing Guard

Please Note:

The City of University Park crossing guards can only cross children within the City of University Park. The City of Dallas crossing guards can only cross children within the City of Dallas.