

Rotan ISD Elementary Pick-up/ Drop-off Procedures

Rotan ISD is in the middle of construction and will be making some changes as we go through this year. Your child's safety is our top priority. We have created a pick-up/ drop-off procedure that we feel is a safe and efficient way of dropping off and picking up your children from school. We realize that the first few days of school will be a learning experience for all of us so please be patient and understanding with our staff and other parents as we start this new year.

ELEMENTARY STUDENTS:

Doors will open to students at 7:20a.m. Class starts at 7:40a.m. daily. Breakfast and lunch will be served in the classroom. All students must be dropped off before 7:45a.m. to prevent being counted tardy. All pick-up/ drop-off for Elementary students will be on the **West** end of the Elementary school on McKinley Street. (The street that runs in front of the churches and administration building) Parents are asked to create a line from the **NORTH**(Burnside) toward the elementary school. Vehicles may enter from Burnside and drive **SOUTH** toward the Elementary to the drop off and pick-up area. As you reach the Elementary, look for an adult waiting to help your student(s) across the street. You will then be allowed to leave the dropoff/pickup area when students are cleared from traffic. Please have your child remain in the vehicle until staff unloads them and directs you to leave. Please do not leave your vehicle or park in the pickup/dropoff area during this time. If you need to visit with administration or staff, please call the campus secretary to schedule an appointment. **WE WILL NOT BE UNLOADING ELEMENTARY STUDENTS FROM ANY OTHER AREA. Do not enter the dropoff/pickup area from Sammy Baugh Ave.**

Pick-up procedures will be similar to drop-off. Students are released daily at 3:16p.m. Vehicles will enter the pickup area from the **NORTH** and proceed through the line until their students are loaded in the vehicle. Students will remain in the hall and be called to the pick-up line as their vehicle arrives. Staff members will load your child(ren) into your vehicle. **PLEASE PUT YOUR VEHICLE IN PARK WHILE LOADING.** Students will be given a colored card to put in the window of your vehicle. No student will be released in the pick-up lines without a pick-up card. For the safety of the students, if pick-up cards are missing, please call the office to get a new card. If you have students in multiple grades, they will all be loaded at the same time. **Please keep your card in your windshield daily.**

Be respectful to our staff as they are loading your children after school. There will be a staff member at the front of the pick-up line stopping and moving traffic as the students are loaded. PLEASE pay attention to their requests and watch out for their safety as well as all of the children. We are here to help your children. Please remember this as we are loading your children in the car. If you have other family members coming to pick up your children, please share the above rules with them as well and notify the office.

We realize the plans we have laid out could change due to possibly unforeseen circumstances. Thank you for being flexible and understanding during this time. Your constant cooperation as a parent is one reason RISD is The School of Choice!

Jody Helms
Rotan ISD
District Principal