



Imagine Charter School at North Lauderdale Elementary

1395 South State Road 7
North Lauderdale, FL 33068
954-973-8900
Stephanie Standley, Principal

August 14, 2019

Dismissal Policy

Dear Parents and Guardians,

At Imagine North Lauderdale, the safety of our students is our top priority. It is essential that we ensure all of our students are dismissed ONLY to those mentioned on the Emergency Card. Additionally, it is essential that our students are closely supervised at all times and do not walk in front of on-coming traffic. Imagine North Lauderdale has dismissal procedures that are designed to maximize the safety of all of our students. **Families that choose our school are expected and required to follow the dismissal procedures. In order to ensure the safety of all students and staff members, exceptions to the Dismissal Procedure WILL NOT be made.**

To ensure our students are appropriately supervised at all times and dismissed only to the authorized people, Imagine staff will STRICTLY ENFORCE the dismissal procedure throughout the year:

- 1. Bus & Day Care Vans:** Students will be immediately dismissed to cars that have the “Car Rider” sign displayed in their window. Cars that arrive without the sign will be asked to pull over and the driver will need to show I.D. so office staff can verify the adult is an authorized contact on the student’s Emergency Card. **Students WILL NOT be dismissed to parents/guardians who exit their vehicle and line up outside of the front gate. In the car rider area, students will only be released to parents who proceed through the car line in a vehicle.** Parents/guardians and students are not permitted to walk through the car line while dismissal is in process.
- 2. Bus & Day Care Vans:** Students will begin boarding their bus or day care van at 3:00 pm. All bus and day care van drivers will be on post at their vehicle at 2:55 pm. Students with a late bus or day care van will remain indoors and will be called to dismiss when their approved bus/van has arrived.
- 3. Walkers:** Parents/guardians who use the walker area **ARE PROHIBITED** from parking in other parts of the shopping plaza and walking up to the walker gate. The walker gate is for families that live in neighborhoods within a mile of the school and walk to campus in the mornings and afternoons. All adults who use the walker gate will line up in a single file line and display their “**Imagine North Lauderdale Walker**” sign. Walkers will remain seated in the cafeteria and will wait to be called to exit. Walkers will only be released to adults who are lined

up in an orderly fashion and holding the school-approved sign. Students who will not be picked up at the walker gate by an adult AND have permission to walk home alone must have an "Imagine North Lauderdale Walker Release" form on file. For safety reasons, students who walk home without a parent/guardian will not be released until the school buses clear the bus loop. An Imagine North Lauderdale staff member will escort approved students across Blvd. of Champions and/or the road behind the shopping plaza by an Imagine North Lauderdale staff member. Students who cross State Road 7 will be escorted to the crossing guard.

4. **Late Pick Up:** Students who are not picked up by 3:45 pm will be placed in Imagine North Lauderdale's aftercare and a fee will be imposed.

5. **All - The following dismissal procedures apply to all students:**

- Non Imagine staff members are prohibited from entering the school gate and/or buildings during dismissal (**from 2:50 pm until 3:30 pm**), unless the adult has a prescheduled appointment with a staff member.
- Emergency changes to transportation must be communicated to the office **BEFORE 2:00 p.m.** Important instruction is taking place during the final hour of the day. It is impossible to safely communicate last-minute dismissal changes and maintain learning with insufficient notice. **Imagine North Lauderdale staff members cannot guarantee that dismissal change requests made after 2:00 p.m. will be accurately filled.**
- Students will be dismissed to the area mentioned on enrollment papers. **Please notify the front office in writing in order to permanently change your child's standard dismissal procedure.**
- Parking, driving, or walking in the bus zone while buses are present is strictly prohibited.
- **Per Broward County policy, no students shall be released within the final 30 minutes of the school day**, unless the Principal or Assistant Principal deems it an emergency. Excessive early sign-outs will be considered a pattern of non-attendance and recorded as unexcused absences.

Parents or guardians who do not adhere to the campus' dismissal procedures, or who are disruptive or confrontational during dismissal will be required to visit campus during a pre-scheduled meeting meet with Principal Standley and additional authorities to review Imagine North Lauderdale's Dismissal Procedures.

Thank you for your cooperation in ensuring the safety of our students.

Sincerely,

Stephanie Standley
Principal

