Dear Parents and Guardians,

For the 2023-2024 school year, students who live under one mile from Hebbville Elementary School are considered to be in the walking zone. Whether you live in the walking zone, or you are opting out of bus transportation for personal reasons, please read the information below and return the attached form to your child’s homeroom teacher on the first day of school. Students who live one mile or more from Hebbville and who will be riding the bus are not required to return this form.

Students in the walking zone are dismissed in two categories: Parent pickup or walker.

Students who are considered **parent pick up** will be issued a parent-pickup number and will only be released to designated adults or family members. The advantage to this dismissal type is that the school can confirm the student was released to the appropriate adult or family member. The disadvantage to this dismissal type is that it is a slower process. Note: Car riders are always considered parent pick up.

Students who are considered **walkers** are dismissed from the school and are unsupervised immediately after leaving the building. Typically, these students walk directly home on their own or meet family members in a specific and consistent location.

The advantage to being designated as a walker is that these students are released early in the dismissal process with very few restrictions. The disadvantage is that once walking students leave the building, school staff is not able to confirm the student(s)’ location. This means that it is incredibly important that these students have a consistent and predictable plan with their families and that they be responsible for adhering to the plan each day.  I strongly recommend that parents practice what to do if two siblings do not immediately see each other, if you are stuck in traffic, or on rainy days to ensure that our students always know what to do.

Students who are picked up after school will be supervised by building staff until they are dismissed to the proper car or person. Dismissal of students begins at 4:00pm. **Students must be picked up by 4:15pm.**

Please follow the procedure for picking up your child(ren) in a vehicle:

1. Pull your car all the way to the parent pick-up zone. Cars should begin to make a line along the curb.

2. Please be respectful of the other parents, students, and personnel.

3. Please have your assigned Student Pick-Up number visible on your dashboard.

4. **Parents should not leave their vehicle in the pick-up line.**

5. A staff member will assist your child with locating your car. They may check for parent verification periodically.

6. Remain in a single file line and watch our staff members for direction. **You may need to pull into the parking lot to wait for your student if they are not ready.**

7. Last, but not least, **remain patient**. Our staff is committed to safely dismissing all Hebbville students. Your patience and cooperation are greatly appreciated.

Please follow the procedure for picking up your child(ren) by foot:

1. Please line up along the side of the building by the cafeteria entrance (left of the main entrance).

2. Please be respectful of the other parents, students, and personnel.

3. Please have your assigned Student Pick-Up number visible.

4. A staff member will locate your child in our cafeteria and help them outside as necessary. They may check for parent verification periodically.

5. Last, but not least, **remain patient**. Our staff is committed to safely dismissing all Hebbville students. Your patience and cooperation are greatly appreciated.

**Please note: s**tudents will only be released to **authorized adults/family members**.

Thank you for your continued patience as we work to ensure that all students arrive to school and get home safely each day.

Your partner in education,

Jordan Filderman

Principal

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**Student Dismissal Preference Form 2023-2024**

\_\_\_\_\_ OPTION #1: My child or children will be designated a walker. (Please read the above information thoroughly before selecting this option)

\_\_\_\_\_ OPTION #2: Our family needs to apply for a pick-up number.

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For students being picked up by a family member:**

A maximum of two Parent/Guardian Identification Cards will be issued to each student. When submitting the application for processing, please also include a copy of the parent’s valid photo identification Contact information for all persons listed on this application MUST be completed.

PARENT PICK-UP APPLICATION- only one form is necessary per family

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_ Homeroom: \_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_ Homeroom: \_\_\_\_\_\_\_\_\_\_\_

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_ Homeroom: \_\_\_\_\_\_\_\_\_\_\_

#1 Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Students will only be released to those listed above, who **must** display their Pick-Up Card on the dash of their vehicle while in the pick-up zone or in their hands in the walk-up zone. It is the responsibility of the parent/guardian to ensure that only those listed above will utilize the pick-up number. If any of your original pick-up information changes, please contact the office as soon as possible. If you have an emergency, please contact the office to discuss dismissal instructions for your child(ren).

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_