August 2021

Dear Parent/Guardian,

I am writing this letter to update you on the arrival/dismissal areas for this school year and to review other arrival and dismissal procedures. It is our goal that these procedures will help ensure that arrival and dismissal of all students is as safe and orderly as possible.

Arrival to School
Students may arrive to school beginning at 8:45. **Students should not arrive prior to 8:45** as we are not able to provide supervision until this time.

Arrival and Dismissal Doors:

Door 1: Second Grade

Door 4: Kindergarten

Door 5: First Grade

Door 14 (Gym): Third, Fourth, and Fifth Grade

Students that arrive after 8:55, will need to enter through Door 1

Inclement Weather at Arrival
We have an alternate arrival plan for inclement weather. Students will come inside and sit by homerooms in the hallway or in the gym.

Kindergarten- Enter Door 4

First Grade- Enter Door 5
Second Grade- Enter Door 1
Third Grade- Enter Door 14
Fourth Grade- Enter Door 14
Fifth Grade- Enter Door 14

Arrival for Breakfast

Breakfast will be provided each morning between 8:30 and 8:55. Students may choose to eat breakfast any day they wish and do not have to sign up in advance. Students will enter Door 1 at 8:30 and walk to the lunchroom. **Please do not drop off your child before 8:30 as we do not have supervision until this time.**

Dismissal

At 3:38, each grade level will exit the building through the following doors:

Kindergarten: Door 4
First Grade: Door 5
Second Grade: Door 1
Third Grade: Door 1
Fourth Grade: Door 10
Fifth Grade: Door 10

Many of our students meet siblings or friends to walk home with for safety. We strongly encourage this practice. It will be important for parents to help their children make a plan for where to meet their siblings or friends outside each day. Teachers and other supervisors will be outside each day to ensure all students are connected and get to their destination. Supervision ends at 3:45 and any students not picked up by then will be brought to the office. Parents will need to come into the office to sign out their student.

Sidewalks

We are encouraging students to use sidewalks and stairs during arrival and dismissal and not walking on the grass (this includes the grass hill out front). Thank you for helping us keep grass areas orderly and neat.

Playground After School

It is LPS policy that playgrounds are not open until 6:00 p.m. during school days. Family Service, Morley's after school program, has reserved the playground. Please help your student know this expectation for after school.

Dogs on School Grounds

It is LPS policy that dogs are not brought on school grounds any time students are present. The only expectation to this policy is service/therapy dogs and the appropriate tag/badge needs to be visible. Please help us by following this expectation for the safety of our students.

Arrival/Dismissal Plan

An Arrival/Dismissal Plan was sent home in the summer mailing. Please return this form to school on August 16th or email your child's teacher prior to August 16th with the arrival/dismissal plan. This form will help us to know your student's usual plan of how they will arrive and leave school. If there is ever a change in your student's arrival or dismissal plan, please call the office. We will then ensure their teacher and all supervisors know how to assist them with a different plan.

Thank you for taking time to review the procedures. It is our hope that these procedures will help you and your child feel confident and safe when arriving and leaving school.

Sincerely,

Stephanie Drake, Morley Principal
Kasey Briones, Morley Assistant Principal