

SY 22-23 Arrival & Dismissal Guidelines

Houston Classical Charter School (HCCS) is committed to ensuring a safe arrival and dismissal for each scholar. The following procedures have been established for this school year. We feel confident that families will support our security measures as we strive to maintain the safest environment possible.

Monday, Tuesday, Thursday & Friday: Arrival/Dismissal Schedule	
7:15 a.m.	<ul style="list-style-type: none"> HCCS doors open HCCS staff will begin unloading scholars Universal breakfast served to all scholars
7:45 a.m.	<ul style="list-style-type: none"> Instructional day at HCCS begins
3:15 p.m.	<ul style="list-style-type: none"> Instructional day at HCCS ends for Kinder-2nd grade scholars Scholar dismissal begins
3:30 p.m.	<ul style="list-style-type: none"> Instructional day at HCCS ends for 3rd grade scholars Scholar dismissal begins

Wednesday Arrival/Dismissal Schedule	
7:15 a.m.	<ul style="list-style-type: none"> HCCS doors open HCCS staff will begin unloading scholars Universal breakfast served to all scholars
7:45 a.m.	<ul style="list-style-type: none"> Instructional day at HCCS begins
12:15 p.m.	<ul style="list-style-type: none"> Instructional day at HCCS ends for Kinder-2nd grade scholars Scholar dismissal begins
12:30 p.m.	<ul style="list-style-type: none"> Instructional day at HCCS ends for 3rd grade scholars Scholar dismissal begins

TRANSPORTATION/BUSSING CHANGES

Houston Classical understands that sometimes the schedules and the needs of families change.

**Please make any changes to transportation (BUSSING)
BEFORE 2 P.M. EACH DAY**

To make BUSSING changes please call - (281) 317-6001

Arrival Protocol

HCCS' gates open at **6:45 a.m.** and our doors open at **7:15 a.m.** each morning.

- Please have your scholar arrive at school **no earlier than 7:15 a.m. Supervision of scholars is not provided before this time.**
- Scholars will enter the school and be directed by a staff member to the cafeteria/classroom for breakfast.
- Teachers will prepare scholars for a successful school day as soon as they enter their classrooms.
- Universal breakfast will be offered to all scholars free of charge every morning. Breakfast will be served between **7:15 - 7:40 a.m.**

Scholars arriving after 7:40 a.m. will be marked tardy. Scholars arriving late to class will require a parent or guardian to sign them in at the Main Office.

Car Drop Off:

- Families should enter the front of the building via **Entrance C** located on Addicks Clodine Road.
- **No one is to enter the parking lot at Entrance A or B.**
- All cars should proceed to the front of the school with the first car parking at the loading zone located directly in front of the school.
- At **7:15 a.m.** staff will come outside to begin unloading scholars.
- Drivers should pull up to the appropriate designated cone and **wait for the staff** member to unload their scholar(s).

- Scholars should **ALWAYS** exit the car on the passenger side to avoid stepping out into traffic.
- Drivers are asked to pull forward to allow all cars to access the sidewalk, as there may be a line of cars waiting to drop off scholars.
- After drop-off, families may proceed to the exit and leave the parking lot via **Entrance A** located on Addicks Clodine Road as long as the car in front of you has departed (**NO PASSING**) in the drop-off line.

***Note, it is a right turn only out of the parking lot. Please see the attached map for specific directions for entering and exiting the parking lot in the morning before school.**

Arrival Traffic Flow

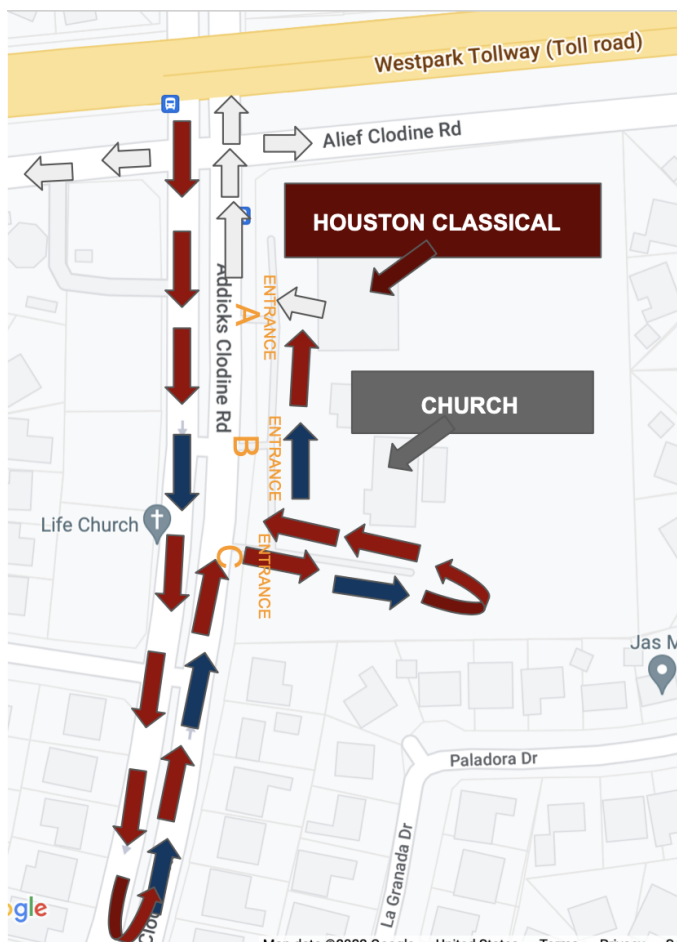


Image Legends

-  KINDER-2ND GRADE CARS
-  3RD GRADE CARS
-  CARS EXITING OUR PARKING LOT
- ENTRANCE



Directions:

1. As each driver enters the carpool loop via **Entrance C** located on Addicks Clodine Road.
 - a. Families enter the carpool line at the end of the line and are considerate of others waiting in the line.
2. Cars continue through the line and **pull up to the designated area**. Scholars will wait in the car until a staff member opens the door.
 - a. Scholars **may not leave the car without a staff member present**.
 - b. Drivers are asked to arrange for your scholar to **exit cars on the passenger side**. This avoids the need for children to walk into traffic.

Once again, drivers are reminded to drive in a **slow, cautious manner** while on school grounds.

Dismissal Protocol

PLEASE DO NOT BLOCK DRIVEWAYS IN THE NEIGHBORHOOD!

The instructional day at **Houston Classical Charter School** ends at **3:15 p.m. (12:15 p.m. on Wednesdays) for kinder-2nd grade scholars** and at **3:30 p.m. (12:30 p.m. on Wednesdays) for 3rd grade scholars**. Staff members will closely supervise the car rider pick-up areas at all times. Car riders will meet their rides at the entrance of the school.

- All cars should drive **no more than 5 miles per hour** in our school's parking lot.
- Please **remain in your vehicle** as you wait for your scholar.
- All cars **MUST** have a scholar **car pick-up tag**. You must display your assigned scholar car pick-up tag in your car window or on your dashboard.
 - *Please note: The carpool sign created by the school is required and helpful in creating an environment of safety and order. Signs are provided by the school and families may request additional signs. Any parent picking up a scholar without an official car rider dismissal sign, must park in parent parking, go to the office, show valid identification, and sign out the scholar(s).*
- Please **do not park next to another vehicle (double-parking)** and do not let your scholar run between cars. Other drivers may not see your scholar.
- It is very important that **ALL** drivers pay attention to staff members on duty and pull forward **slowly** until asked to stop.
- Family members **should NOT leave their car** at any time to open the door for their scholar. This is the duty of the staff member assigned to the scholar(s).

- For the safety of our scholars, **the use of cell phones by drivers during dismissal is prohibited.**
 - Please make sure you are not on your cell phone during arrival and dismissal times. You will be in a school zone. The use of cell phones in a school zone is **unlawful and may result in a ticket.**
- Please **be patient**. You are training your scholar how to follow rules and laws by the example you set.

If a family member is waiting and the scholar does not come out for some time due to restroom use, etc, the family member may be asked to move over to the parking area to wait on the scholar.

[Please see below for a map of our parking lot and additional directions.](#)

Families Arriving Late For Dismissal:

- Please make necessary arrangements to ensure that ALL scholars are picked up by the appropriate end time, so that staff may be on time to training sessions, lesson planning, and/or after-school meetings, etc.
 - The last car in the **Kinder-2nd grade car-pool lane** will be called **at 3:45 p.m. (12:45 p.m. on Wednesdays).**
 - The last car in the **3rd grade car-pool lane** will be called **at 4:15 p.m. (1:15 p.m. on Wednesdays).**
 - All cars entering the parking lot after this time will need to park their vehicle and enter the school.
- **Families who arrive late for dismissal will need to come to the office and sign out their scholar.**
- If your scholar is not in the after-school program, we will **NOT** have after school supervision **after 4:15 p.m. (1:15 p.m. on Wednesdays)** If a scholar is not picked up in a timely manner every effort will be made to contact you or those persons listed on the emergency card, to pick up your scholar.

Severe Weather Dismissal:

- Parents will follow the same routine for severe weather dismissal (e.g. rain, snow, lightning, etc.).
- If the weather is extreme, dismissal for all scholars may be delayed.

Emergency Closing:

- In the event of school closings, news will be shared through:
 - Through email sent by the school's leadership



- The school's text message system
- Through Houston Classical Charter School's social media accounts
 - Instagram (@houstonclassicalcharter)
 - Facebook (www.facebook.com/HoustonClassicalCharter/)
 - Twitter (@htxclassical)
- The Houston Classical Charter School website at www.houstonclassical.org
- The school's call-out system

Early Dismissal:

Whenever possible, please schedule your scholar's appointments outside of school hours.

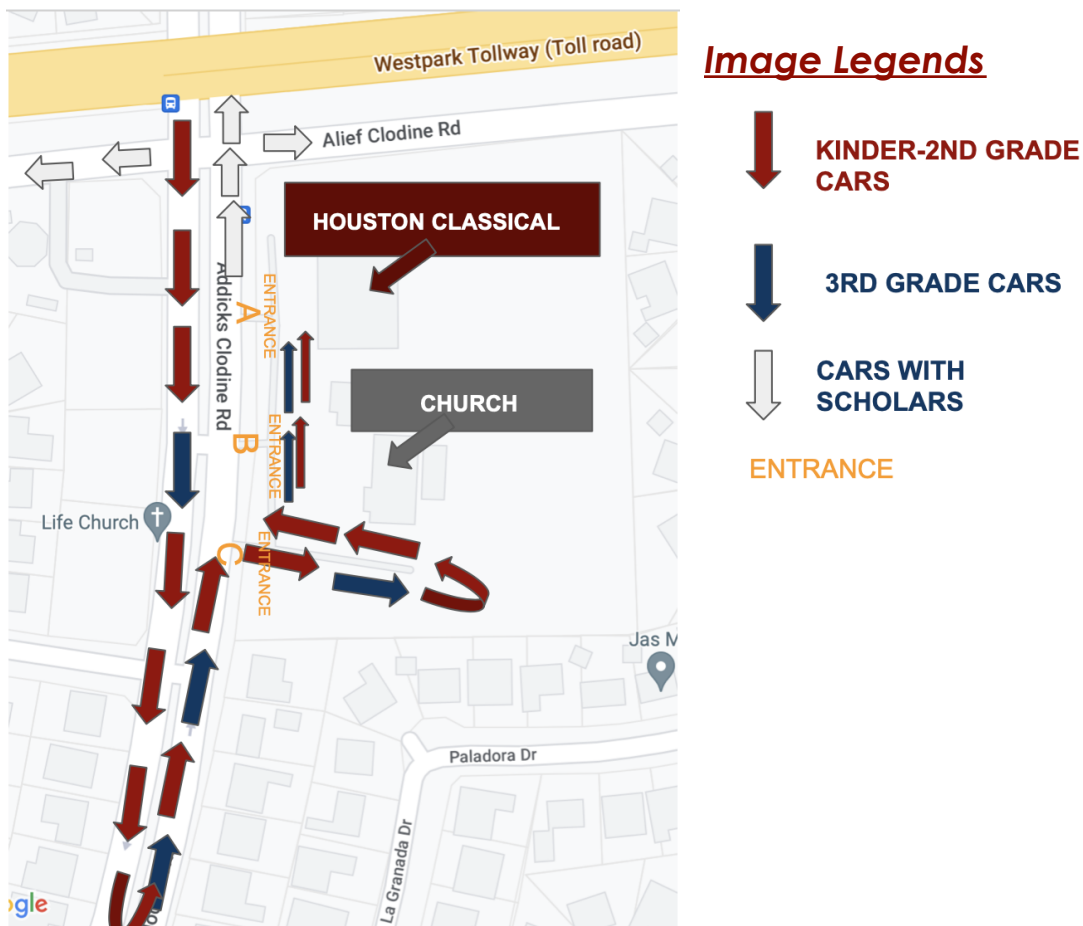
- Dismissal of individual scholars between the hours of **7:45 a.m. and 3:00 p.m. (7:45 a.m. and 12:00 p.m. on Wednesdays)** must be done by the parent coming to the office.
- Scholars who have dental appointments, doctor appointments, etc. will be called to the office, where they will be officially signed out by the parent/guardian or the adult authorized in writing by the parent/guardian.
- At **no time** should families go to the classroom to remove their child as this violates our safety policies. **A valid picture ID is always required to sign out a scholar.**
- Scholars need to be in school all day, every day, except in cases of sickness or emergency situations.

Please note: Excessive unexcused early leaves may result in an attendance intervention plan.

After-School Program Absence:

- Parents must notify the main office by **2:00 p.m** that their scholar will not attend the After-School Program that day.

Dismissal Traffic Flow



Directions:

3. As each driver enters the carpool loop via **Entrance C** located on Addicks Clodine Road, a staff member uses a communicator to announce the list of riders.
 - a. Families enter the carpool line at the end of the line and are considerate of others waiting in the line.
4. Cars continue through the line and **pull up to the designated area**. Scholars will wait on the sidewalk with a staff member until their cars arrive and will enter the cars only after they come to a complete stop.
 - a. Scholars **may not cross the driveway with a staff member** to meet drivers who may have parked cars in parking spaces.



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- b. Drivers are asked to arrange for children to **enter their cars on the passenger side**. This avoids the need for children to walk into traffic.

Once again, drivers are reminded to drive in a **slow, cautious manner** while on school grounds. **Scholars will NOT be allowed to ride home in cars with adults not listed on their emergency cards**. Any changes in drivers must be communicated to the school in writing.