



# Pope Elementary School

*Principal  
Rebecca Koop*

*Assistant Principals  
Misty Lo  
Katie Herrera*

## 2016-2017 Arrival and Departure Procedures for Pope Elementary

Dear Parent(s),

We are so excited to start our fourth year at Pope Elementary!! We want to take the time to remind you about our arrival and dismissal procedures. Our number one goal is always the safety of your child. In the course of a day, both in the morning and afternoon, over 1,000 students arrive and depart our campus. These procedures are extremely important and must be followed in order for our staff to get students in and out quickly and safely.

### Arrival

School doors open at 8:30 AM and doors are locked at 8:45 AM. If students arrive before 8:30 AM, there will be no supervision on the school playground. The school will not assume responsibility for children left unattended on the playground before or after school hours. **No PETS are allowed on school grounds at any time.**

### Bike Rider

Parents who choose to have their child ride a bike to school assume full responsibility for their child's safe journey to and from school. Bikes must be parked at the bike racks at the back of the school grounds. Bikes should be locked. Pope Elementary assumes no responsibility for lost or stolen bikes. Bike riders shall enter and exit the school through the patio doors at the rear of the building. Biker riders must walk their bike on all crosswalks surrounding the school.

### Car Rider

For your child's safety, and the safety of the other children, please obey all traffic laws upon your arrival and departure from campus. During arrival and dismissal we have two car rider lines that are stacked in the school driveway. This allows for us to load cars quickly and safely.

**Arrival:** Enter the school driveway by turning right off of Cypress Cove Park Drive. During arrival we have two car rider lines that are stacked in the school driveway. **DO NOT drive down the middle lane during arrival or dismissal times.** All car riders shall be dropped off at the front of the building. We will begin unloading cars at approximately 8:30 AM. Please pull all the way up to the stop sign. This will allow staff to unload as many cars as possible. If you arrive after 8:45 AM, your child is tardy. Parent(s)/Guardian(s) must walk their child into the front office to sign them in. In addition, after the 8:45 AM bell, the back door will be locked. Please do not drop off your child at the back of the building. This could create a very unsafe situation.

**Dismissal:** Please have your car rider number displayed from your rear view mirror. This allows our staff to quickly collect car rider numbers and thus speeding up the dismissal process. Once in line, it is important to stay in your lane. If you change lanes once you enter the campus, you have slowed down our ability to bring your child to your car in a timely manner. **DO NOT drive down the middle lane during dismissal times.** Staff will be moving children between the two lines of cars to load students. This would create a very unsafe situation. If you do not have a **school issued car rider number** displayed, you will be asked to park and come in to sign out your child.

### Bus Rider

Bus transportation is available to all eligible Pope Students. Each student will be placed on his/her scheduled bus each day, unless written permission is received to allow another means of transportation. Temporary transfers from one bus to another will not be allowed except in extreme emergency situations. We enlist your support in working with your child concerning appropriate bus conduct. Your student must realize that misbehavior on the bus can lead to unsafe conditions and will not be allowed. Students must exhibit respect and obedience to the bus driver and courtesy to fellow passengers during the bus ride. With the privilege of bus transportation goes the responsibility of each individual bus rider to exhibit safe behavior at all times. Failure to observe the bus rules will result in parent notification through a bus report. Excessive bus reports may result in the denial of this transportation privilege. Information concerning student conduct on buses is detailed in the *Cypress-Fairbanks I.S.D. Student Handbook and Code of Conduct*.

### Walker

We provide crossing guards for students who walk to and from school. Parents who choose to have their child be a walker assume full responsibility for their child's safe journey. All walkers will arrive and exit through the patio door, at the back of the building, and walk down the back sidewalk to exit the campus. We request that parents meet their walkers on the patio. We fear for the safety of younger students who leave our campus to meet their parent's car somewhere along the route home. We have had several instances where a parent has been running late and the child has returned to campus upset and afraid. We wish for all our students to arrive home safely. We ask that you take advantage of the car rider line, where we assume responsibility for your child until we place them in your car, or that you meet your child on the patio and exit the campus together.

### Transportation Changes

Parents must send a note to school regarding any transportation changes. In the case of an emergency, parents may fax a note to the school at (281) 373-2341, a copy of the parent's driver's license **MUST** accompany the fax. In addition, parents may take a photo of their driver's license and email the picture of their driver's license with a note to pope@cfisd.net. If a parent chooses either of these options, **the parent must contact the front desk at (281) 373-2340 by 3:00 PM to inform us of your e-mail**. Due to the high volume of parent and student traffic at the front desk at the end of the day, email is not always checked till after 4:00 PM. **Phone changes will NOT be accepted**. All transportation changes should be made before 3:00 PM so that we may have adequate time to get a message to the teacher.

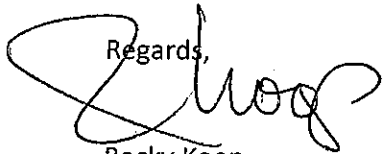
### Dismissal

If it is raining, students who walk or ride their bikes will be dismissed. However, in the case of **"INCLEMENT"** weather (lightening in the area), **students will be placed on their assigned bus**.

Please follow all dismissal procedures for the safety of **ALL** our children. **The playground and school grounds are closed for play from 8:30 AM until 4:15 PM** or until all buses have departed from the campus.

We appreciate your help! We look forward to having a great year.

Regards,



Becky Koop  
Principal  
Pope Elementary