

ARRIVAL AND DISMISSAL INFORMATION

2020-2021 School Year



Welcome back Doby Navigators!

For this school year, we will be taking extra precautions during arrival and dismissal in order to maintain as much social distancing as possible. As we begin these new routines, both arrival and dismissal will require far more time than usual. Expect longer than average wait times.

Additionally, due to current district guidelines for health and safety, parents will **NOT** be permitted on campus. At this time, parents will **NOT** be permitted to walk students to class at arrival, volunteer in classrooms, or eat lunch with students. Parent/teacher conferences and meetings will be held via Zoom by advance appointment only.

All students must wear face masks/coverings upon entering the school campus and social distancing guidelines are in place. Students who are transported by bus or daycare van must wear their face masks/coverings during transport.

Thank you for your continued patience this year as we try to adapt to the constantly changing landscape in education today. Our staff is working diligently to provide a safe and engaging learning environment.

ARRIVAL

Gates open at 7:10 a.m. and close at 7:40 a.m. Prior to 7:10 a.m., supervision for students outside the gates is not provided. If you need on-site before-school care, please register your student with the H.O.S.T. program (fee based). More information can be found on the district website. You may also call the school's front office for more information or to drop off forms and payment (813-672-5388).

https://www.sdhc.k12.fl.us/departments/101/h-o-s-t-before-and-after-care-programs/about/?utm_source=family-resource&utm_medium=web&utm_campaign=page_config&utm_content=resourcelink

All students should be in class to start instruction promptly at 7:40 a.m. It is important that students are here on time each morning in order to maximize instructional time and minimize disruptions. Students that arrive to class after 7:40 a.m. will be marked tardy.

Breakfast is free and available to all students in Hillsborough County Public Schools in grades K-12. Students must pick up their breakfast prior to going to their classroom.

Kindergarten and First-Grade Students – For *Bus Riders, Daycare, Car Riders, Walkers, and Bike Riders* (see below), please have your student's name and the name of their teacher written on a piece of paper for arrival on each day during the first week of school. As they pass through the gate, we will have staff that can either direct or escort your student to the correct class.

Car Riders - Parents who are dropping off in the car line must stay in their car at all times, with the exception of Pre-K students (as required by law). Students will exit their vehicle at the designated drop-off points and must open the car door on their own (**patrols will not be available this year**). Students will walk through the front gate. A breakfast cart will be placed near the front arrival gate for students to "grab and go." Students will then proceed directly to class where they will eat their breakfast.

Walkers and Bike Riders - Parents who are dropping off at the walker gate are asked to say goodbye off campus. To be off campus, you must be on the sidewalk directly adjacent to the street, both Covington Garden Drive and Covington Stone Avenue. Supervision is not provided for students on or beyond the sidewalk directly adjacent to Covington Garden Drive or Covington Stone Avenue as it is off campus. Parents are not permitted to congregate outside the walker gate per district directives. A breakfast cart will be placed near the side arrival gate for students to “grab and go.” Students will then proceed directly to class where they will eat their breakfast.

Cars are **not** permitted on the bus ramp between the hours of 7:00 a.m. and 3:00 p.m. If you are driving your student to school, please bring your student through the car rider line at the front of the school off of Covington Garden Drive. Vehicles that park at arrival or dismissal on the street, Covington Stone Avenue, may be ticketed by the Hillsborough County Sherriff’s department.

Bike Riders are required by law to wear safety helmets. Please ensure your child is wearing a safety helmet before they leave for school. Once on campus, *Bike Riders* will be asked to walk their bikes to the bike rack. Please note, Hillsborough County Public Schools is not responsible for theft or damage to bikes brought or left on campus. We encourage students to secure and lock their bikes.

Bus and Daycare - *Bus* and *Daycare* students will be dropped off by the cafeteria. These will be the only students going through the cafeteria to pick up their breakfast. Breakfast will be “grab and go.” Students will then go directly to class where they will eat their breakfast.

The Bus Transportation Department wishes to notify all parents that bus routes will be available on the district website at:

https://www.sdhc.k12.fl.us/departments/26/transportation/about/?utm_source=family-resource&utm_medium=web&utm_campaign=page_config&utm_content=resourcelink

If you have questions, please feel free to call Doby at (813) 672-5388. We will be happy to answer any questions you may have. Please remember, if you have a child receiving specialized ESE bus services, your bus driver will be contacting you, prior to the first day of school, with specific bus stop locations, times and bus numbers.

Bus riders should be at their bus stops at least 10 minutes prior to the scheduled pick-up time. Please understand that bus times require a 10-minute window before and after the printed pick-up time.

DISMISSAL PLAN

Gates open at 1:55 p.m. Tuesday through Friday and at 12:55 p.m. on early-release Mondays. If you need on-site after-school care, please register your student with the H.O.S.T. program (fee based). More information can be found on the district website. You may also call the school's front office for more information or to drop off forms and payment (813-672-5388).

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Early Sign-Outs - If you need to pick up your student prior to the end of the school day, a parent or caregiver that is listed on the emergency card must arrive at the front office no later than 1:25 p.m. Tuesdays through Fridays and 12:25 p.m. on early-release Mondays. A staff member will check your photo ID either at the door or inside the front office. At times, parents and caregivers may not be permitted to enter the front office to wait per district safety guidelines for large groups. Your student will be called from their classroom to come to the office for pick up. Early sign-outs will **NOT** be permitted after 1:25 p.m. Tuesdays through Fridays and 12:25 p.m. on early-release Mondays.

Severe Weather - In the event of severe weather, all students will be held in class until the determination is made that it is safe for dismissal to begin. Severe weather is defined as thunder, lightning, hail, and/or driving rain. If there is a tornado warning in place, all students and staff will shelter in place. No dismissal will be permitted until the warning has been lifted. Early sign-out procedures will apply during severe weather (see above).

Car Riders - *Car Riders* will receive a *Car Rider* tag to be displayed from their rearview mirror or dashboard. This will be distributed during the first week of face-to-face instruction. If you need a new or additional car tag after the first week, you must go to the office with a photo ID to receive one.

Using the entrance off of Covington Garden Drive, turn in to the school and **turn right** to enter the *Car Rider* pick-up line. This is a one-way loop and it is important, for safety purposes, that everyone complies. Please be sure your *Car Rider* pick-up tag is prominently displayed in the front window of your car. If you do not have a *Car Rider* tag, you will be instructed to park your vehicle and go to the office to sign out your student with a photo ID.

Students will dismiss from their classrooms in order to prevent a large gathering of students. A staff member will call student names on walkie talkies and individual students will be dismissed. This will take much longer than in past years, so please be patient with us as we work through this new procedure.

Please drive very cautiously through the car rider loop as many students are walking in that area. When leaving the car rider loop, all vehicles **MUST** turn right onto Covington Garden Drive.

Walkers and Bike Riders - Parents will not be allowed on campus to meet *Walkers and Bike Riders*. Parents may wait for *Walkers* and *Bike Riders* on the sidewalk directly adjacent to Covington Stone Avenue. However, vehicles that park during arrival or dismissal on the street, Covington Stone Avenue, may be ticketed by the Hillsborough County Sheriff's department. Supervision is not provided for students on or beyond the sidewalk directly adjacent to Covington Stone Avenue as it is off campus. If you wish to pick up your student by car, please utilize the car rider line at the front of the school. *Walker* students will be dismissed by grade level. These students will be expected to leave campus immediately through the gate unless they are Kindergarten (see below).

Bike Riders are required by law to wear safety helmets. Please ensure your child is wearing a safety helmet before they arrive at school. Please note, Hillsborough County Public Schools is not responsible for theft or damage to bikes brought or left on campus. We encourage students to secure and lock their bikes.

Kindergarten parents ONLY – Kindergarten students will receive a *Walker* tag that parents and caregivers will use in order to pick up students. These will be distributed during the first week of face-to-face instruction. If you need a new or additional *Walker* tag after the first week, you must go to the office with a photo ID to receive one. Teachers and staff will walk Kindergarten students to their parents or caregivers who have the *Walker* tag. If you do not have a *Walker* tag, you will be asked to go to the office to sign out your student with a photo ID.

Bus and Daycare - *Bus* and *Daycare* students will be dismissed from their classroom to their bus or van based on provider arrival. All bus and *Daycare* students will walk straight through the cafeteria to the vehicle. Groups of students will not be held in the cafeteria in order to comply with social distancing guidelines.

The Bus Transportation Department wishes to notify all parents that bus routes will be available on the district website at:

https://www.sdhc.k12.fl.us/departments/26/transportation/about/?utm_source=family-resource&utm_medium=web&utm_campaign=page_config&utm_content=resourcelink

If you have questions, please feel free to call Doby Elementary at (813) 672-5388. We will be happy to answer any questions you may have. Please remember, if you have a child receiving specialized ESE bus services, your bus driver will be contacting you, prior to the first day of school, with specific bus stop locations, times and bus numbers.

If you are meeting your child at the bus stop, please be at the bus stop at least 10 minutes before the bus is due to arrive at the stop.

DISMISSAL CHANGES

For the safety of your student, you must make a change in **writing** if you need to change your student's method of dismissal. Phone calls will not be accepted as well as any changes verbally relayed by a student. Temporary dismissal changes may be made by:

- Writing a note in your student's planner or on a separate piece of paper, including a signature that matches the photo ID of an individual listed on the emergency card.
- Sending an email from a verified email address (as listed on the emergency card and in our mainframe).

For permanent or long-term changes, an individual on the emergency card must come to the front office in person to complete a change of dismissal form.