

# QUOGUE UNION FREE SCHOOL DISTRICT

*PO Box 957 – 10 Edgewood Road*

*Quogue, NY 11959*

## STUDENT DISMISSAL PROCEDURES

To ensure the safety of our students, families, faculty and staff, it is important that all members of our school community understand and follow the student dismissal procedures outlined below.

### General Information

- The school day ends at 3:05 PM, at which time the dismissal bell will sound.
- There are two options for picking up students at the Quogue School at dismissal:
  1. Parents/Guardians/Caregivers may pick up students in the traffic loop.
  2. Parents/Guardians/Caregivers may park on Edgewood Road, walk to the school, and pick up students from their classroom teacher or teaching assistant.
- Students may be picked up in the traffic loop only if they are capable of opening the car door, getting in the car, closing the car door, and buckling their seat belts independently, without the assistance of a parent/guardian/caregiver.
- Drivers must remain in their vehicle when picking up students in the traffic loop.
- If a student is unable to enter the vehicle independently, as described above, a parent/guardian/caregiver must park on Edgewood Road and pick up the student(s) as described below.
- A staff member will be in the cross-walk directing traffic.
- All members of the school community must follow the directions of the staff member directing traffic at all times.

### Picking Up Students in the Traffic Loop

- Enter the traffic loop from Edgewood Road.
- Pull up to the cross-walk and shift the vehicle into “Park”, for the safety of the student(s) entering the vehicle, as well as the staff member directing traffic.
- Instruct the student(s) to be seated and fasten their seat belt(s).
- Proceed to the exit once the staff member directing traffic has signaled you to do so.

### Parking and Picking Up Students

- Park your vehicle on Edgewood Road. At this point there are two options for picking up students:
  1. Parents/Guardians/Caregivers may wait on the front lawn by the flag pole for students to be released by their teacher.
  2. Parents/Guardians/Caregivers may proceed to the main entrance (using the cross-walk) to retrieve students from the classroom teacher or teaching assistant.