



## West Broad Elementary School

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*CCS Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

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### **MIDDLE/HIGH SCHOOL SIBLING PICK UP PASS REQUEST TO PICK UP K-2 STUDENTS AT WEST BROAD (Disregard if you do not have a student in grades K-2.)**

Dear Parents and Caregivers,

If you have a Middle or High School student who will be picking up a **K-2** student on the playground at dismissal, you must turn in a Pick-up Pass request form and the middle or high schooler must have his/her picture taken, in the office by **Monday, August 26, 2019**.

The office will be open from 1:00-4:00 PM, starting today, until August 26, 2019, for the purpose of turning in your request form and taking a picture of your MS/HS student.

Attached you will find the application for the Pick-Up Pass as well as details and frequently asked questions. Please read this carefully as some elements have changed.

Below are some very important details:

- ✓ Only **one** MS/HS student (1 alternate) will be included on a student's dismissal plan. Therefore, when filling out the request, only indicate **one** MS/HS (1 alternate) on the request form.
- ✓ Any MS/HS sibling picking up a K-2 student at West Broad must return the pick-up pass request to the office and have his or her picture taken. This picture will be given to the sibling's teacher to attach it to student's dismissal plan. It's important for you to complete the request form for the MS/HS sibling picking up your younger children.
- ✓ **Without the pick-up pass request and the picture attached to the dismissal plan, the MS/HS student will not be allowed on the playground.**
- ✓ **MS/HS student are unable to sign students out early.** If we have an early release day, because of inclement weather, parents must make arrangements to have students picked up by an authorized adult.
- ✓ Because the MS/HS student, will have a picture attached to the sibling's dismissal plan, there will be no worries about lost passes.
- ✓ Only **one** MS/HS student is allowed to be on the dismissal plan. All other MS/HS siblings must wait outside the fence. No Middle or High School students are allowed on the playground without having his/her pictured attached to a student's dismissal plan.
- ✓ MS/HS students **SHOULD NOT** bring friends or other relatives with them at dismissal. Friends are to wait across the street and then they can meet up after picking up the K-2 student.
- ✓ If middle or high school siblings are disrespectful to school staff, they may be banned from West Broad property altogether. We certainly hope this does not occur, so please speak with your older children about appropriate behavior.

Dismissal at West Broad can be very busy and because student safety is our number one priority, these rules will be followed and enforced. Our goal is to have as few people on the playground at dismissal as possible.

Thank you for helping us keep students safe.

Sincerely,

Christina Ifill  
Principal, West Broad ES

## FREQUENTLY ASKED QUESTIONS – PICK-UP PASSES

***My middle school student forgot their pick up pass. How do they pick up my younger child?***

Because MS/HS students will have pictures attached to their sibling's dismissal plan, they don't have to worry about forgetting the pick-up pass. However, if a student tries to pick up a student and their picture is not attached to the student's dismissal plan, they will not be able to pick up the student and will be asked to leave the school grounds.

***My child's grandmother will be picking up at the end of the day. Does she need a pick-up pass?***

No, pick up passes are for Middle and High School students only. Grandmother will need her photo ID and her name MUST be listed on the Yellow Emergency Card.

***I have more than three MS/HS children that I want to pick up my K-2 child. Can I get more than one pick up pass?***

To prevent confusion at the end of the day, only MS/HS will be added to your K-2 child's dismissal plan per family.

***My neighbor is 17 and I would like for him to pick up my child at the end of the day. Does he need a pass?***

Yes, please provide the school that the 17 year old is enrolled. We must be able to contact you and the parent/guardian of the 17 year-old minor at the end of the day should a problem arise. This child must also have his/her picture taken and be attached to your child's dismissal plan.

***My West Broad 5<sup>th</sup> grader will be picking up my Kindergarten child and walking home. Does she need a pick up pass?***

No, you need to write a note to all of the teachers involved at the beginning of the year so they know this is how both children will get home.

***We have an appointment at 2:30 PM, can my 8<sup>th</sup> grader sign my Kindergartner out of school if he has a Pick-Up Pass?***

No, during the school day students will only be released to adults on the Yellow Emergency card. The adult must have a photo ID to sign you child out of school.

# MS/HS SIBLING PICK-UP PASS REQUEST FORM

## WEST BROAD ELEMENTARY SCHOOL

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ONE PICK-UP PASS WILL BE ISSUED PER FAMILY

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In the chart below, you will list the name of your **MS/HS student** who will be picking up a K-2 child at West Broad. Include the MS/HS student's name, grade, and where they attend school.

MS/HS Student's Name	Grade	School of Enrollment

### Alternate Information

MS/HS Student's Name	Grade	School of Enrollment

In the chart below, list the names of your **K-2 children**, grade, and teacher.

Elementary Student's Name	Grade	Teacher at West Broad

Only **ONE** MS/HS sibling, whose picture is attached to the dismissal plan, will be permitted on the playground at a time, others must wait off school property. For student safety, our goal is to have as few people on the playground as possible.

I have read and understand the Pick-Up Pass Request guidelines in this packet. I agree that the above listed MS/HS Pick-Up Pass Holder(s) will abide by all West Broad Elementary rules and follow staff instructions at all times. I understand that the Pick-Up Pass is a privilege can be revoked at any time.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

After-School I can be contacted at the following phone number \_\_\_\_\_