

Woodstock Elementary

Arrivals and Dismissals

Office Hours: 7:30 AM to 4:00 PM

Teacher Hours: 8:00 AM to 3:45 PM

Instructional Hours: 8:15 AM to 2:30 PM

Arrivals:

- Students may arrive between 8:00 and 8:15 AM, but are encouraged to arrive by 8:08, if possible.
- Prior to coming to school each day, use the [Daily Self-Screening Checklist](#).
- Use the [Arrival and Dismissal Map](#) to identify your child's arrival and dismissal location.
- Teachers will greet and screen students outside and welcome them into the building. Parents/Guardians should not enter the building.
- At 8:15 AM, the classroom instruction begins.
 - Students arriving after 8:15 AM need to enter through the front doors of the school and check-in at the office and get a tardy slip to be admitted to class.

Transportation to School:

- Walkers - Students walking to school should use the crosswalks and be aware of traffic. There are School Safety Patrol crossing areas located at the 50th and Ellis Intersection and the 50th and Reedway Intersection. Walkers are encouraged to use those crossing areas.
- Riders (Including Bikes, Skateboards, Scooters, Skates, etc.) - Bicycle safety rules should be observed. Helmets must be worn. Students should walk their bicycles while on school grounds, including sidewalks. Bicycles should be securely locked to the bicycle rack during the school day to help prevent theft.
- Auto Vehicle Commuters - Avoid parking in crosswalks and yellow or red curbs. These areas should be clear for student safety. Be on the lookout for pedestrians!

Dismissals:

- Please complete the [Individual Dismissal Procedures](#) form and return to your child's teacher as soon as possible.
- At 2:30 PM, the end of the instructional day, teachers will dismiss students at the same area as their arrival location. Students who have not been picked up by 2:40 PM will be escorted to the office.
- Students will be released to parents/guardians one at a time. Parents/guardians should not enter the building.
- Students using bus transportation will be escorted to their bus.
- Students attending childcare will be escorted to childcare by their teacher.
- With written notice, students in grades 3rd-5th may be released to meet younger siblings at the younger sibling's dismissal door via a route approved by the parent/guardian and school.
- Students attending after-school classes will be escorted to the gymnasium to meet the facilitator for their after-school program.
- Students who check-out early will need to be signed out by a parent/guardian (or someone on the emergency contact list) at the school office. For an early check-out, students will come to the office to meet parents/guardians.
- Students being checked-out by someone other than identified on the emergency contact sheet will need to have prior written approval from the parent/guardian and must show ID.
- **Changes to dismissals need to be submitted in writing (email, handwritten note, fax) no later than 1:00 PM. Email messages can be sent to WoodstockAttend@pps.net.**

Visitors Between 8:10 AM and 2:45 PM:

(This includes parents/guardians, visitors/volunteers, older siblings/relatives, etc.)

- Upon arrival, sign-in at the office.
- Wear their printed badge while on school property and grounds.
- When leaving, sign-out.
- Only predetermined volunteers that have passed the background check and meet the COVID safety protocols, will be allowed into the building beyond the office.

Woodstock小学

到校和放学

办公室时间: 上午7:30-下午4:00

教师上班时间: 上午8:00-下午3:45

上课时间: 上午8:15- 下午2:30

上学

- 学生可在上午8:00-8:15之间到校, 但如果可以, 我们鼓励学生在上午8:08前到达。
- 每天上学前, 请使用[每天自我筛选检查表](#)。
- 使用[到校和放学地图](#)确定您孩子的到校和放学位置。
- 老师会在外面迎接和筛查学生, 并欢迎他们进入学校。家长/监护人不应进入学校。
- 上午8:15开始上课。
 - 上午8点15分后到校的学生需从学校前门进入, 到办公室报到, 并领取迟到单才能上课。

到校交通

- 步行者—步行上学的学生应使用人行横道并注意交通。在第50和Ellis交叉路口以及第50和Reedway交叉路口设有学校安全巡逻过境区。鼓励步行者使用这些交叉区域。
- 骑手(包括自行车、滑板、滑板车、溜冰鞋等)—应遵守自行车安全规则。必须配戴头盔。学生应在校园内(包括人行道)上骑自行车。上学期间应将自行车牢固地锁在自行车架上, 以防止被盗。
- 汽车通勤者—请遵守所有交通法规, 包括正确停车以及遵守停车和交通标志。避免在人行横道和黄色或红色路缘停车。为了学生的安全, 这些区域应该是明确的。小心行人!

放学

- 请填写[学生放学安排表](#), 并尽快交回给您孩子的老师。
- 下午2:30, 即教学日结束时, 教师将在与到达地点相同的区域为学生放学。下午2:40之前没有被接走的学生将被护送到办公室。
- 每次将一名学生交给家长/监护人。家长/监护人不应进入大楼。
- 使用公共汽车的学生将被护送到他们的公共汽车上。
- 参加托儿所的学生将由老师陪同前往托儿所。
- 经书面通知, 3至5年级的学生可以通过家长/监护人和学校批准的路线在兄弟姐妹的放学门口与其见面。
- 参加课后课程的学生将被护送到体育馆, 与课后活动的辅导员会面。
- 提前离校的学生需要由家长/监护人(或紧急联系人名单上的人)在学校办公室签字。如需提早离校, 学生将到办公室与家长/监护人会面。
- 由紧急联系表上未指明的人员签出的学生需要事先获得家长/监护人的书面批准, 并且必须出示身份证。
- 放学变更需要在下午1:00之前以书面形式(电子邮件、手写便条、传真)提交。电子邮件信息可以发送至WoodstockAttend@pps.net。

访客时间上午8:10-下午2:45

(这包括家长/监护人、访客/志愿者、兄姊/亲友等)

- 到校: 先至办公室签到
- 在校期间: 配戴他们访客识别卡
- 离开前: 签出
- 只有通过背景调查并符合 COVID 安全协议的预定志愿者才能进入办公室以外的建筑物。