

## **BWE Car Ramp Procedures 2021-2022**

**Walkers are defined as any student who can walk to his/her home of record as listed with the school district. All other students must be dropped off and picked up at the car ramp with the exception of students with handicapped passes who are picked up in front at the handicapped access area. The line moves quickly once the 8:10/3:41 p.m. bell rings especially if everyone follows these procedures. Thank you for your cooperation.**

Please remember parents are not permitted to park in the school's parking lot and walk over to pick up a student. If this happens, the parent will be asked to go to the office to check the student out. The office staff will notify the duty teacher when to dismiss the student. If for any reason your child is not at the car ramp, a duty teacher will page the office for assistance. While you are waiting for your child, please park parallel in the bend of the drive leaving room for others to pass while you wait. Your child will be escorted to the car when she/he arrives at the car ramp.

We wait until all students are seated and duty teachers are ready to monitor before loading any car. For the safety of the children, no car should move until all students are seated and the duty teachers are prepared to monitor the movement.

**Louisiana law requires all children under the age of 12 to ride in the back seat of a vehicle.** Therefore, students must enter the car through the back door nearest the curb unless this is not possible. In case of necessity, for safety reasons, if the child must enter on the driver's side, s/he must be escorted by the parent or duty teacher.

Your child will be given two windshield name cards. The driver picking up your child should display the name card on the dash in the front passenger's side of their windshield. The duty teacher at space #3 will call out the student names and direct students to the correct area to load. (i.e. Susie Jones go to #1, Bob Smith go to #2, Debbie Wilson go to #3, etc.) Please talk to your child about waiting for their name to be called before getting up. We want to ensure all children remain safe.

**At 4:05 the duty teacher will escort any remaining students to the office. Emergency contacts will be called in order listed.**

### **Please remind your child:**

- ↪ Students remain seated until their name is called.
- ↪ Students should keep book bags closed and on their backs.
- ↪ Students should use the restroom and get water before lining up for dismissal.
- ↪ Students will not be allowed not to leave the car ramp for any reason once they have arrived unless a duty teacher is notified by the office. If they forgot something, the parent will have to go through the office to get permission before the student may return to the building.
- ↪ Students should listen closely for their names to be called and move quickly and safely to the correct loading spots.