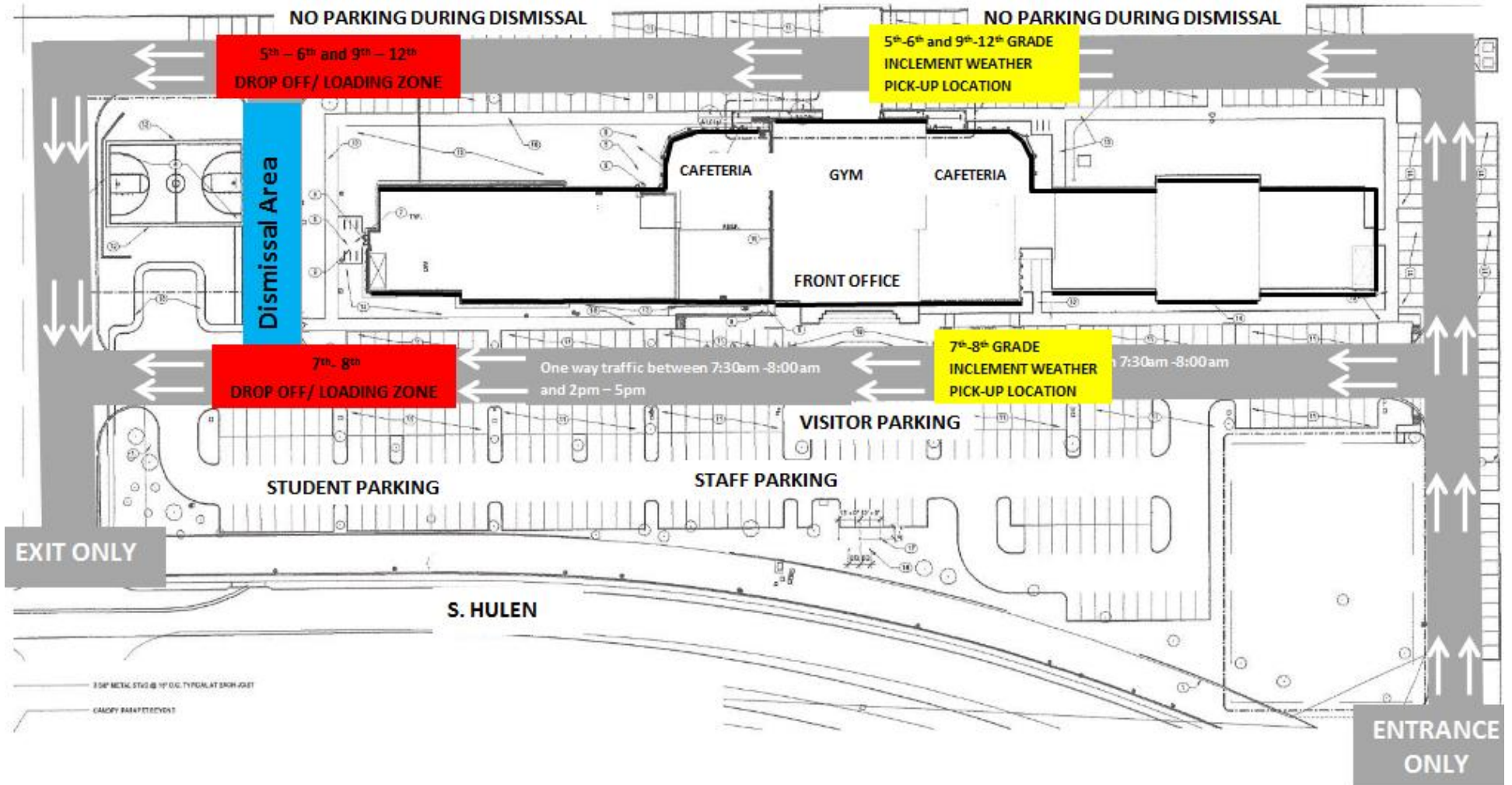


HARMONY SCHOOL OF INNOVATION – FORT WORTH

TRAFFIC FLOW CHART





Drop Off and Dismissal Procedures

Drop Off / Pick Up Locations

ALL STUDENTS will be dropped off and picked up in their designated locations and enter/exit through the doors located at the south end only.

- 5th – 6th and 9th – 12th grade (car tag required for 5th and 6th) – **Back** of school.
- 7th - 8th grade – **Front** of school.

Drop-Off

Drop off – 7:10 AM -8:00 AM

Note: Students may not be dropped off before 7:10 AM as there will be no adult supervision. Students arriving to school after 8:00 AM will be considered late and have to enter through the front lobby to get a tardy slip prior to entering their first period class.

- 5th - 6th grade students will report directly to the South cafeteria and wait until they are dismissed to their lockers at 7:50AM.
- 7th-8th grade students will report directly to the gym and wait until they are dismissed to their lockers at 7:52 AM.
- 9th-12th grade students will report directly to the North cafeteria and wait until they are dismissed to their lockers at 7:50 AM.

Breakfast

Served between - 7:30 AM. -7:45 AM

- All students eating breakfast in grades 5th through 6th will report to the South cafeteria and grades 7th through 12th will report to the high school cafeteria.

Dismissal

5th and 6th Grade Dismissal - 3:00 PM

NOTE: Parents must display the school issued car tag in their front windshield during dismissal. No student will be dismissed without a tag. Parents without a school issued tag will need to visit the front office to receive a new car tag prior to their child being dismissed

- Parents will proceed to the designated pick-up location at the back of the school and freeze in the designated loading zone.
- Students will be dismissed from their classrooms and exit through the south end of the building upon parent arrival.
- Students will be loaded once their vehicle is in the loading zone and all cars have come to a complete stop.

Parent Walk-Up- The parent parks in visitor parking or walks from home to pick-up their child.

- Parents must present the school issued car tag to the supervising teacher located at the south end exit.

NOTE: All 5th and 6th grade students must be picked up no later than 3:30 PM unless the student is enrolled in Zenith or an after school club/program. 5th-6th grade parents arriving after 3:30PM will be required to visit the front office to pick up their child from late pick-up/ reading club. Any students remaining after 3:30 PM will be automatically enrolled in a reading club for the day and charged \$5 per day.

Continue on back

7th – 8th Grade Dismissal - 3:15 PM

- Parents will proceed to the designated pick-up location at the front of the school and freeze in the designated loading zone.
- Students will be dismissed through the south end of the building and remain in the designated dismissal area until their ride has arrived.
- Students will be loaded once their vehicle is in the loading zone and all cars have come to a complete stop.

Note: All students must be picked up no later than 30 minutes following their dismissal. Any remaining students after that time will not have adult supervision.

9th – 12th Grade Dismissal - 3:15 PM

- Parents will proceed to the designated pick-up location at the back of the school and freeze in the designated loading zone.
- Parents arriving before 3:15pm will be asked to park to allow traffic flow from the 3:00pm dismissal.
- Students will be dismissed through the south end of the building and remain in the designated dismissal area until their ride has arrived.
- Students will be loaded once their vehicle is in the loading zone and all cars have come to a complete stop.

Note: All students must be picked up no later than 30 minutes following their dismissal. Any remaining students after that time will not have adult supervision.

Student Walkers/ Bikers

- Students who walk or bike to or from school must have a walker/biker release form on file with the front office.
- Student walker/bikers are required to sign in and out on the student walker/biker form located at the south end exit doors.

Sibling Study Hall

- Sibling Study Hall is designed for students with a sibling in a higher grade level who is released at a later dismissal time.
- Students with a younger sibling in 5th or 6th grade will pick-up their sibling from the South cafeteria no later than 3:20pm and 4:00PM for students enrolled in a school club or mandatory tutoring.

Early Dismissal

- All dismissal procedures will remain the same. However, 9th -12th grade students will be picked up in the back of the school during early dismissal.

Inclement Weather Dismissal

5th -6th Grades

- While dismissal procedures will not change during inclement weather, students will exit through the cafeteria doors located midway at the back of the school and load their vehicle under the covered awning

7th-8th Grades

Students will report to the South cafeteria

- Designated pick up location during inclement weather dismissal will be located midway at the front of the school.
- Students will be released to their locker and proceed to the cafeteria at the dismissal bell.
- Students will remain in the cafeteria until their ride has arrived at the front of the school.
- Students will be called from the cafeteria once their ride has arrived and exit through the middle doors.

9th-12th Grades

Students will report to the North cafeteria

- Designated pick up location during inclement weather dismissal will be located midway at the back of the school.
- Students will be released to their locker and proceed to the north cafeteria at the dismissal bell.
- Students will remain in the cafeteria until their ride has arrived at the back of the school.
- Students will be called from the cafeteria once their ride has arrived.

Note: The dismissal policy is designed to safely and effectively drop off and pick-up your child. Student safety is our top priority. We thank you in advance for your patience and cooperation.