



Towers Elementary School is a closed campus and will start these procedures on **Tuesday, August 27, 2019**. Student safety is a priority for the Towers community and we have taken proactive measures to further enhance the security of our campus. Please be sure to read through the following procedures.

Drop-off Procedures:

At 8:30 am, the front gate (left to the main buzzer gate) and the gate in front of the cafeteria, will be open for **student entry ONLY**. Any parent wanting to stay with their child until the start of school (at 8:45 am), will need to do so outside the main gates.

The back Z gate will also be open from 8:30-8:45 am for **student entry ONLY**. If you choose to drop off your child at the back gate, please be sure they get inside the gate before you drive off. **The back gate will be locked at 8:45 a.m. - sharp!**

Parents and volunteers may enter the campus after being buzzed in for **school business ONLY**. They will sign-in and receive their visitor's badge.

Also, students **CANNOT be dropped off at the back parking lot gate**. That is not an entry point for students. That gate will remain locked from 8:20 am until 3:30 pm and will not reopen until after-school at 3:30 pm.

Please remember, supervision starts at 8:30 am. Students should not be dropped off before 8:30 am.

The Y drop off and pick up will be explained by the YMCA.

Pick-Up Procedures:

Students will be dismissed from the front and back gates.

TK-K dismissal/release procedures will occur at the front gates. Rooms K1 and K2 will dismiss from the gate in front of the cafeteria. All other K rooms will dismiss at the front gate in front of the office.

1st-3rd grade teachers will walk their students to the front gate where they will exit using the gate left of the main buzzer gate. Those exiting at the back Z gate will wait for a teacher supervisor to open the gate.

4th-5th grade students will be released via the front or back gates. Adults will not be allowed onto campus until after 3:15 pm.

Anyone needing to enter prior to 3:15 will need to follow visitor procedures and be buzzed in from the front gate and receive a visitor's badge.

Working together we can ensure the safety of our students, staff, and entire Towers community. Thank you for your understanding as we implement these changes.