

Sparks Elementary Arrival/Dismissal Procedures

General Procedures:

- Students should access the crosswalks located at all of our driveway entrances during both morning and afternoon carpool. Sparks staff will be on hand starting at 7:25 to assist students with crossing.
- Texas law prohibits the use of cell phones while driving in active school zones.
- Students who ride their bikes or scooters are asked to walk their bikes or scooters while on campus.
- Dogs are not allowed on FISD campuses.
- Please refer to the map on the Sparks website.

Mornings:

- Carpool lanes flow in one direction. Please refer to the map on our website to view the flow of the carpool lanes.
- Please do not park in our morning carpool lane from 7:15-7:45.
- For the safety of our students, children are not allowed to walk between cars in the parking lot unless they are escorted by a parent or guardian. Parents must escort their child all the way to the building.
- There are two carpool lines. Our Westside carpool line can be accessed from Angel Falls. Our Northside line can be accessed from McMichael Way. Although the lines can be long, they move fairly quickly. We appreciate your patience while we work to make sure that all of our students arrive at school safely.
- Please form one line and only use the first lane closest to the sidewalk.
- Please pull all the way up to allow more cars to pull up behind you.
- Please make sure that students exit the car on the curb side for their safety.
- Please be mindful of school staff on duty and follow their directions.
- Students may enter the building through the Westside library doors, the Southside doors by the gym, and the Northside doors by the basketball court.
- Classroom instruction begins promptly at 7:45.
- Students who enter the building after 7:45 will be counted tardy.

Afternoons:

- Carpool lanes flow in one direction.
- Please do not park in our afternoon carpool lanes from 2:30-3:00.
- Please pull all the way up to allow more cars to pull up behind you.
- Please be mindful of school staff on duty and follow their directions.
- If you are picking up your child in the carpool lane, please have your child's pick-up sign displayed as you come through the carpool lane.
- **Carpool Dismissal:**
 - **Kindergarten-2nd graders without a sibling in grades 3-5** will dismiss at the Westside carpool lane from the library doors. Please do not park and walk up to the library doors to pick up your child, as this is a carpool dismissal area only. If you would like to walk up and pick up your child at the door, please see the section "Walkers and Bike Riders"
 - **3rd-5th graders with and without Kinder-2nd grade siblings** will be dismissed at the Northside carpool lane. 3rd-5th grade students will pick up their Kinder-2nd grade siblings and escort them to the Northside carpool line. Please do not park and walk up to the carpool area to pick up your child, as this is a carpool dismissal area only. If you would like to walk up and pick up your child at the door, please see the section "Walkers and Bike Riders"
 - FISD busses and Daycare buses will pick up from the Northside carpool line
 - All walkers and bike riders will be released with their classes at 2:55 PM.
 - Please refrain from parking in our carpool lanes and walking up to get your student from the car pick-up area.
- **Walkers and Bike Riders Dismissal:**
 - **Kinder and 1st grade walkers and bike riders** will be dismissed from the end of Pod 1 that is nearest to Angel Falls.
 - **2nd and 3rd grade walkers and bike riders** will be dismissed from the end of Pod 2 that is nearest to McMichael Way.
 - **4th and 5th grade walkers and bike riders** will be dismissed from the end of Pod 3.
 - **Older students who are walking home with a younger sibling or neighbor** will meet in the youngest child's Pod and dismiss out the youngest child's walker's exit.

- **To ensure that all students are dismissed safely and correctly, we ask that same-day dismissal changes are made in emergencies only. If you find that a same-day change is necessary, please email the child's teacher and call our front office at 469-633-3000 by 2:00pm to ensure that the change is communicated clearly. Scheduled changes, such as for play-dates, must be communicated in writing to the child's teacher. Email is preferred since children sometimes forget to give their teachers handwritten notes from parents.**