

Sparks Elementary Arrival & Dismissal Procedures

School Hours: 7:45 AM - 2:55 PM



Arrival Procedures | Morning Drop Off begins at 7:25 AM

- [Arrival Map and Routes \(Click Here\)](#)
- Students who enter the building **after 7:45 AM** will be counted tardy.
- There are **two (2)** carpool lanes: **Westside** [accessed from Angel Falls] and **Northside** [accessed from McMichael Way]
 - Carpool lanes flow in one direction
 - Form one line and only use the first lane closest to the sidewalk
 - Please pull all the way forward to allow more cars to pull up behind you
 - Student should exit the car on the curb side
 - Carpool lines move fairly quickly - we appreciate your patience to keep our students safe during arrival
- There are **three (3)** entrances: Westside [closest to library doors], Northside [by the basketball courts], Southside [closest to the gym]
 - 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.
 - Students should access the crosswalks located at all of our driveway entrances during both arrival and dismissal.
- No parking is allowed in the morning carpool lanes from 7:15-7:45 AM
- Children are not allowed to walk between cars in the parking lot unless they are escorted by a parent or guardian.
- Please be mindful of school staff on duty and follow their directions.

Dismissal Procedures | Begins at 2:55 PM

- [Dismissal Map and Routes \(Click Here\)](#)
 - 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 2:00 pm 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.
- There are **two (2)** carpool lanes: **Westside** [accessed from Angel Falls] and **Northside** [accessed from McMichael Way]
 - **Display your car tag** [please contact your child's teacher if you need a replacement]
 - Carpool lanes flow in one direction
 - Form one line and only use the first lane closest to the sidewalk
 - Please pull all the way forward to allow more cars to pull up behind you
 - Student should enter the car on the curb side
 - Please be mindful of school staff on duty and follow their directions.

Westside Lane: ★ K-2 students	Northside Carpool Lane: ★ 3-5 students ★ Siblings in grades K-2 of students in grades 3-5
<ul style="list-style-type: none"> • Do not park and walk up to the library doors to pick up your child, as this is a <u>carpool dismissal area only</u>. 	<ul style="list-style-type: none"> • 3-5 siblings will pick up their K-2 siblings and escort them to the Northside carpool line. • Do not park and walk up to the carpool area to pick up your child, as this is a <u>carpool dismissal area only</u>.
<i>If you would like to walk up and pick up your child at the door, please change their dismissal to "Walkers/Bike Riders" and follow the procedures below.</i>	

Walkers and Bike Riders	FISD Bus Riders and Daycare Buses	Do you have a dismissal change?
<ul style="list-style-type: none"> • Students will be released at 2:55 PM. • Dismissal Map and Routes (Click Here) - please use this map to locate the exit for your walker/bike rider • K-1 dismissed from the end of Pod 1 [nearest to Angel Falls] • 2-3 dismissed from the end of Pod 2 [nearest to McMichael Way] • 4-5 dismissed from the end of Pod 3 [at the northside] • Siblings Note: Oldest meets youngest siblings. They exit out of the youngest siblings Pod. 	FISD bus and daycare riders will pick up from the Northside carpool lane.	<ul style="list-style-type: none"> • Any communication regarding dismissal changes for your child after 1:00 PM must be made through the front office to ensure your child is dismissed safely and correctly. You may contact Rene Murray at 469-633-3000. • 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.