



GILL HALL ELEMENTARY
829 GILL HALL ROAD
JEFFERSON HILLS, PA 15025
PHONE: 412-655-4732
FAX: 412-655-3888
www.wjhsd.net

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

TINA MAYER
Principal

February 27, 2018

Changes to Dismissal Procedures at Gill Hall Elementary **Effective Monday, March 5, 2018**

The goal of the changes is to minimize the amount of people that are accessing the building on a daily basis, increasing the security of the building. Therefore, ***no parents/guardians will be permitted into the building during arrival and dismissal procedures***, allowing all exterior doorways to be locked at all times unless under supervision.

NEW DISMISSAL Procedures:

- All **Car Riders** will be dismissed to the gymnasium lobby at 3:10, where a staff member will be on dismissal duty. Students will then be dismissed to their parents/guardians outside of the exterior gymnasium entrance.
- **Parents/Guardians will no longer be able to access the building to pick up their students during this time.** Parents/Guardians must wait outside of the gymnasium entrance and the staff member will release each individual student to his/her parent/guardian. **Bus Dismissal** procedures will remain the same.
- **A.M. Kindergarten:** Parents picking up students from morning kindergarten must wait outside of the front entrance. Students will be dismissed to you at 11:15.
- Please send a note to school with your child if they are going to be a car rider that day. We will add them to the list of our daily car riders. **DO NOT EMAIL** the teacher during the course of the day. We ask that all requests for pick-ups are made prior to 12:00.
- **Please do not park around the circle. Parking is available in the lower lot.**

OTHER

- In the event that a parent needs to drop off a student item that they may have forgotten (lunch, instrument, homework, etc.), a drop-off table will be located in the

It is the policy of the West Jefferson Hills School District to not discriminate on the basis of sex, handicap, age, race, color, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 5094 and Title VI. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons or about your rights or grievance procedures, contact the Director of Human Resources at 412-655-8450 x2228.

front entrance vestibule. Items must be dropped off between 8:40 and 9:30 a.m. Please label items with your child's name and homeroom. Staff members will obtain all items and appropriately distribute as needed throughout the day.

- Late arrival procedures will remain the same: parents are to bring their child to the front office and present an excuse for the tardy (after 8:30 a.m.).
- All Early Dismissals should be done prior to 2:50 p.m. as the school will be preparing for dismissal from 2:50-3:10 p.m. Please do not arrange for Early Dismissals after 2:50 p.m. unless it is unavoidable.

Thank you in advance for your understanding and cooperation in ensuring the safety of our students.

Sincerely,

Tina Mayer