

# Procedures for the Zamora Campus

## 2023-2024

### Arrival Procedures

We will be using a single entry point at the Zamora Campus, the flagpole entrance.

1. Flag Pole double doors labeled D7, will be used for all students and will open at 8:00A.M.
2. Cafeteria will be serving breakfast to all students beginning at 8:00 AM.

Please note that during regular school hours only D7 (flagpole entrance) will be monitored and utilized. All other entry points will remain locked.

For student safety we ask that students not be dropped off at school before 8:00 A.M. There is no supervision prior to 8:00 AM and limited supervision until 8:15 AM. For students being dropped off at school from a vehicle, that vehicle must stop on Zamora Avenue while heading West, pulling up next to the sidewalk in front of the school. Students must exit the vehicle on the passenger side. For the safety of your child DO NOT drop off your child while heading East on Zamora Avenue, forcing your child to cross Zamora Avenue. If you choose to park across from the school, you are expected to use the crosswalks on the corner; DO NOT cross Zamora Avenue with your child. This does not remove the danger to your child, it only adds you to the danger.

Students in grade 5 not participating in the breakfast program will report directly to their Homeroom class using door 7/flagpole entrance. Students will report to and remain at their assigned seat in their homeroom until the start of class at 8:35 A.M., supervised by their teacher.

Students in grades 6 – 8 not participating in the breakfast program will report directly to their homeroom class based on the A/B Calendar. Students will report to and remain in their assigned seat in their homeroom until the bell rings to move to their first block class at 8:45 A.M.

Students in grades 5 -8 participating in the CGPA breakfast program will report directly to the cafeteria. Students will use the floor markings to maintain social distance while in line to receive their breakfast. Students will sit at an empty seat number. After consuming breakfast students will be dismissed from the cafeteria and must report directly to their homeroom. The staff will then sanitize the area. Students exiting the cafeteria will use designated hallways to get to class.

### Hallways in West Building and East Building

**FIRST FLOOR** – All hallways are dual-directional hallways. Walk in a single file line as close to the wall as possible to maintain distance from oncoming walkers.

**SECOND FLOOR** – All hallways are dual directional hallways. Follow floor arrows and walk in a single file line as close to the wall as possible to maintain distance from oncoming walkers. Room 210 will be entered from the classroom door facing towards the breeze way/elevator. Room 206 will not be used as a hallway as a class has been assigned to this room. Hallway from room 202 to the main office is dual-directional.

## **Dismissal Procedures**

### ***Grade 5***

Students in grade 5 will be dismissed from the flagpole exit, Door 7 or directly from room 102 Door 8, if that is their assigned class. We will be using “car tags” for 5<sup>th</sup> grade dismissal. If you are driving, please display the “car tag” so a staff member may radio your child’s name to the teacher. Your child will then be sent to your car. You must pull up next to the sidewalk while driving West bound for your child to enter the vehicle on the passenger side. DO NOT park across from the school or stop in the middle of Zamora Avenue and attempt to have your child cross Zamora Avenue to board your vehicle; this places your child in danger of being struck by a vehicle.

If you are walking to pick up your child, you may show the “car tag” to the teachers near the door to have your child come out and meet you. We ask that you depart school grounds as soon as you have your child. There can be no impromptu conferences with teachers during dismissal. No social gathering of students on school grounds during dismissal.

### ***Grades 6-8***

Students in grades 6 – 8 will be dismissed from Door 4, Door 5 and Door 6. Students will exit the building from the door that has been designated to their third block classroom. School buses will be parked along Zamora Avenue within the cones set out for them between Door 4 and Door 5. You must pull up ahead of where the cones and buses are, next to the sidewalk, while driving West bound for your child to enter the vehicle on the passenger side. DO NOT park across from the school or stop in the middle of Zamora Avenue and attempt to have your child cross Zamora Avenue to board your vehicle; placing your child in danger of being struck by a vehicle. Students who walk home must leave school campus immediately upon dismissal. No socializing will be allowed during dismissal. Only those students riding home together in the same vehicle may wait together.

### **Procedures in General**

1. Students may bring a laptop or tablet to school along with the necessary charging equipment, headphones, and extra battery if available.
2. All students must carry their own water bottles. All water fountains have been disabled or converted to water bottle filling stations.
3. While in line for lunch students should maintain distance and listen to directions from staff.
4. During lunch, students will raise their hand when they are ready to dispose of their lunch items. A staff member will bring a garbage container to the student.
5. There will be no Early Release 30 minutes before dismissal as per MDCPS policy.
6. Excused absence notes must be submitted via email to [0961attendance@dadeschools.net](mailto:0961attendance@dadeschools.net)  
You may also include your child’s teacher in this communication. Students arriving tardy to school (after 8:35 A.M.) will enter the building via Door 7 and complete a tardy slip in the attendance office.

We will continue to monitor and analyze all procedures to ensure prompt and effective improvements are implemented as quickly as possible when necessary. The safety of our students, faculty and staff is our primary goal. We thank you for your cooperation and understanding during these unprecedented times.