August 23, 2013

Dear Parents/Guardians of HSE,

Traffic has always been one of the greatest concerns facing our school and this year with increased enrollment is no different. This summer, with the City of Austin, we were able to install a school zone and new signs with reduced speed limits to increase safety for our students. However, we as the staff and parents of HSE can aide in the safe and quick dismissal of our students. Please see the following guidelines for arrival and dismissal:

**Arrival & Dismissal**

**Arrival:** School starts at 7:35AM for grades 6 through 12; as of 7:40AM these students are counted tardy. For Kindergarten through fifth grades, school starts at 7:55AM and at 8:00AM students are counted tardy. Please enter from the North on Woodward St. into the back parking lot and make your way around the building in two one-way lanes. Please ensure your children are prepared to exit on the passenger side of the vehicle with their materials and backpacks ready.

**Dismissal:** School ends at 3:10PM for ALL students. All students are required to exit the building and wait in the dismissal area unless they are “walkers”. “Walkers” are students who are walking to the public bus or to their residence. A “walker” is not a student who is walking to their parent’s car. Students who are determined to be using their “walker” pass for this purpose will have that privilege revoked. Parents who park will need to walk to the dismissal area to pick-up their students and safely escort them to their vehicle.

We thank you and appreciate your help with this matter. We understand that traffic during arrival and dismissal is stressful for everyone. If we work together, we can ensure our students are safely and quickly dismissed. Please remind your student to look for their vehicle and listen for their name being called.

Thank you for your assistance and attention to this matter,

Harmony School of Excellence Staff