

Traffic Control

Patrons are requested to take extra care when driving on school property. Every effort is made to promote safety and prompt movement of traffic. **Observe and obey all traffic laws when driving on school property.**

Parking and Traffic Flow

- Remember that buses loading or unloading at school are not to be passed. The bus lane also serves as the fire lane, and **parking is prohibited in the bus/fire lane during school hours (7:30 a.m. – 2:30 p.m.)**. Students arriving by school transportation are required to enter the school building and report directly to their classroom or breakfast in the cafeteria. A staff member will be at the bus lane to see your child safely into the building.

Morning Car Riders

- **Morning car riders are dropped off at the cafeteria entrance.** Students enter the building through the cafeteria entrance and proceed directly into the building and then to breakfast or their classroom. For safety reasons, parents are requested to remain in their vehicles, maintain their position in line, and drop off students at the cafeteria entrance door. Students should exit vehicles on the side closest to the school building to avoid walking around cars. Student drop off time is between 7:25 and 7:47 a.m. and a staff member will be at the drop off area to see your child safely into the building. Students may be dropped at the car rider lane no earlier than 7:25 and students must remain in the cafeteria until 7:30. Car rider drop off will end at 7:47.
- **Parents should use the car rider lane in dropping off students in the morning.** In the rare event that parents need to accompany a child into the building, they should park in the parking lot and walk with their child through the parking lot observing crosswalk markings, proceeding directly into the building and keeping their children close to them at all times. After 7:50 a.m. your child is considered tardy. Please pull into a parking space and escort your child into the building to sign them in at the office. The student will receive a tardy slip to give to the teacher. **Tardy students are not to enter the building without an adult escort. Parents are not permitted to escort their children to the classroom** as this will interrupt instructional time.

Afternoon Dismissal Procedure

In the interest of the safety of all concerned, the following procedure will be used for afternoon dismissal. There will be three categories of students leaving school in the afternoon: Bus Riders, Car/Day Care Van Riders, and Parent Pick-Ups. Please see the procedures below for each category.

- **Bus Riders** will be dismissed by the front doors and will be supervised by duty teachers while buses are being loaded. Any student who will be getting off the bus at a different stop or will ride a different bus must have a "School Bus Pass" issued from the office. This is obtained when a parent writes a note detailing the changes in the child's afternoon routine (**See Transportation for bus procedure**). **Parents may not pull students from the bus rider line.** Arrangements should be made for early pickup before 2:00 p.m. if a student is to be picked up early.

Car/Day Care Van Riders will be escorted to the cafeteria by a teacher. Drivers are asked to remain in their vehicles. Teachers will supervise and assist students to parents waiting in vehicles. Students should enter the vehicle using the vehicle door on the same side as the school building. Vehicle drivers will be motioned to pull away. Vehicles are NEVER permitted to pull around another stopped vehicle. If a student is not a regular car/van rider s/he must have a transportation slip issued by the school. This is obtained when a parent writes a note detailing the changes in the child's afternoon routine. Each family will be given one car rider name card. Persons picking children up in the car rider line must display this name card from the rearview mirror. Cars that do not have the name card displayed may be asked to pull to the back of the line and wait until drivers with the name card displayed have pulled away. Students who are not a regular car rider must have a transportation slip issued by the school. This is obtained when the custodial parent writes a note detailing the changes in the child's afternoon routine. Extra name cards may be purchased in the school office for \$1.50 each.