

K-12 Morning Arrival- Procedural Information **A.M.**

Bus Riders

- Students riding the bus will be dropped off at the rear of the school from the Powell Drive entrance.
- A staff member will greet and direct students as they exit the bus (approximately 7:55-8:00)

Parent Drop-Off 7:45-8:00

- Parent drop-off will take place at the front of the school from the SR 103/Maple Dr. entrance (Red Devil Way) from 7:45-8:00 a.m.
- Students should NOT ARRIVE prior to 7:45 a.m.
- Students will enter the building through the main entrance beginning at 7:45 a.m.
- Students will wait inside the building, in a supervised area, and will be permitted to proceed to their classrooms at 7:50 a.m.
- The school day begins at 8:00 a.m.

Traffic Flow- Curbside Drop Off

Enter the curb lane along the front of the building. **Use only the far right lane for a single lane drop and go. Parents must stay in their vehicle and use the curb as a drop and go.** Pull as far south as possible before stopping to drop off your child. If children need any assistance to exit the vehicle, **do not** enter the curbside flow, rather from Red Devil Way vehicles should enter directly into the parking lot.

Parking Lot drop to assist children out of the vehicle

If your child is in need of assistance to exit the vehicle, or if an adult needs to exit their vehicle for any reason, enter into the parking lot from Red Devil Way and avoid the curbside drop off. Parents and students will not be permitted to freely cross in the crosswalk area to enter the front of the building. Freely crossing can disrupt the flow of the curbside drop and go. When walking from the parking lot, students must utilize the cross walk; however the crossing will be initiated and assisted by a crossing guard in order to minimize disruption of the curbside traffic flow.

Safety Reminders

- There will be no staff supervision prior to 7:45. Students should not arrive before 7:45.
- Student safety is our highest priority. Please have patience while expecting some wait time at drop off.
- Students should exit vehicles only after the vehicle has reached the curb.
- Parents using the curbside drop off MUST remain in their vehicles.
- Please pull forward as far as possible along the curb before unloading students, thus allowing more vehicles to occupy the entire curb for drop off.
- Students should exit their vehicle on the passenger side for curbside drop off in the far right lane only.

K-12th Afternoon Dismissal Procedural Information *P.M.*

2:53- Good Hope students will be escorted from their classrooms to room 208. The group will then be led by school personnel to meet Good Hope daycare providers near the track. This group will not cross the parking lot en route to Good Hope, but will follow the sidewalk along the southern edge of the parking lot. They will depart for Good Hope at 3:00.

2:54- K-5 Bus riders will be dismissed to the gym/café hall where they will assemble in bus lines. The group will then be escorted to the buses at 3:00.

3:05- 6-12 Bus riders will be dismissed to the buses through the gym/café hall.

2:55- K-5 Curbside pickup, parking lot pickup, and walkers will be led by their classroom teacher to the front of the school.

3:08- 6-12 Curbside pickup, parking lot pickup, and walkers will exit from the front doors and will wait in the grass area to the south of the front entry.

Walkers will be dismissed from the front of the school. Walkers must only use the sidewalks and should not walk through the parking lot area. Parents may meet their walkers on the sidewalks outside of the colored pick up zones.

Curbside pickup will begin at 2:55 (for K-5). Last name cards for vehicle dashboards, to display in the zones, will be distributed at Open House for K-5 students.

Parking lot students will be crossed to the parking lot between 3:00 and 3:05. Parents waiting in the parking lot should **NOT cross over to the front of the school**, the crosswalk will be utilized by school personnel, and students will be crossed over by school personnel, thus limiting the disruption to the curbside flow. **Elementary Parents using the parking lot should meet their students on the sidewalk adjacent to the parking lot. (GREEN) Students will not be permitted to freely walk through the parking lot.**

Curbside pick-up procedures:

Drivers will utilize the three curbside lanes for curbside pickup. Beginning at 2:55, students will be loading parked vehicles occupying all three lanes of the **LOADING ZONE** (red). Cars not yet in the loading zone will be stopped and will wait in all three lanes occupying the **APPROACH ZONE** (yellow). Students will be located in the **STUDENT WAIT ZONE** (blue).





When the batch of approximately 12 cars within the loading zone are safely loaded, the vehicles will be directed (by school personnel releasing cones) to exit one lane at a time (eliminating the need to merge into a single lane). The next batch of 12 vehicles in the approach zone will be cleared to move ahead into the loading zone. This sequence will repeat until the three curbside pickup lanes are thinned.

Keep in mind, parents of 6th-12th graders picking up both elementary and an upper grade student, can choose to utilize the parking lot, or can enter into the curbside flow at 3:05. There will be assigned staff members designated to monitor the students who will be picked up at this later time.

Parents of 6th-12th graders picking up should not arrive early or enter into the curbside lanes before 3:05. Doing so will force them to pull through in the loading zone and re-enter the curbside pick-up at the back of the line.