

Safety Guidelines for Morning Drop Off and Afternoon Pick-Up of Students to Ensure Safety

- 1) The curbs in front of the school are marked in yellow and are fire lanes. This includes the East access lane off of Maple Street and the West access lane off of Long Street. **Drivers will not be permitted to park in the fire lane.** This lane must be open to emergency vehicles at all times.
- 2) The high school/main office doors will be the only doors that **all** students walking or being dropped off may enter in the morning.
- 3) Junior High or High School students who are being picked up after school will exit through those same doors and may also the exit the doors marked N2 (glass connector between buildings).
- 4) Adults may not enter the building at the end of the school day **until** students have been dismissed. We do not have the ability to monitor whether each and every adult is a parent, grandparent, or authorized caretaker. We respectfully request that all adults remain outside of the building until all students have been dismissed. In the event that you need to enter the building at the end of the day, but before students are dismissed, you will need to come to the front office and sign-in to ensure that school officials and our school resource officer is aware of who is entering our building. This protocol is followed to ensure the safety of our students at all times.
- 5) Students or parents (pedestrians) entering a lane or lanes of vehicle traffic must legally cross those lanes using only the designated crosswalks so that motorist can be more fully aware of their presence and intent to cross their lane. Drivers expect pedestrians at crosswalks and may not be prepared to brake at other locations that are not marked. Pedestrians must be cautious and follow these guidelines. Pedestrians must use crosswalks.
- 6) All students being dropped off at the curb must exit on the curbside (right side of the vehicle) and in the curbside lane. Students shall not be dropped off in the left lane!
If students being dropped off need more time to unload, please use the parking spaces available in the first 3 rows of the East parking lot and the first row of West parking lot for parents/adults to park who wish to exit their car either in the afternoon or the morning. These parking spots will be available to those parents/adults who have children exiting from both sides of the vehicle or that need more time than just a few seconds to drop their student(s) at the curb on curbside only. Please do not use the parking lot as if it is a drop off zone similar to the curbside. Please use a parking spot when dropping off a student in the parking lot. Unsafe conditions are caused by cars parked or stopped in the drop off lane and taking too much time (several minutes rather than seconds) thus blocking the lane. Additionally, too many parents/adults want to drop off at the point closest to the door. Parents must realize that students can make it from other locations further away thus minimizing the backup. To compound the problem, cars are arriving as much as an hour early in the afternoon to get “prime” locations along the curb. There is really no need for this. No one will be permitted to park in the fire lane. This is being done to ensure student safety.
- 7) Parents dropping off children will not be permitted to escort their child to their classroom. If your child needs assistance please enter the Front Office and ask for assistance.

Morning Drop Off:

- 1) You may drop off student in the fire lane provided that it's done in a safe manner but done so in a time efficient manner. Students should be ready to exit the car after the car is stopped and placed in park.
- 2) All students being dropped off in the morning will enter through the main doors. All other doors will be locked at all times.
- 3) Do not allow students to exit the car from the driver's side (left side). If students need to exit from the left side, please use the parking lot to park your car and let students out.
- 4) Do not drop off in the passing lane or left lane.
- 5) Please drop students off in areas other than the closest spot to the door if another car or cars occupy that spot. Students are capable of walking a little farther than the closest spot.
- 6) Please watch for pedestrians at all times.
- 7) Please do not drop off students prior to 7:25 a.m. as there will be no supervision. This is for the safety of all students. However, please arrive before 7:50 a.m. Give yourself and your child as much time as possible. Do not rush!! That's when accidents happen. Please be patient.
- 8) Please.... Please be patient. It is better to be late in dropping off a student than to risk injury to others or yourself by being unsafe.
- 9) All students entering the school from the parking lot are expected to use a designated crosswalk.

Afternoon Pickup

- 1) **Please do not arrive more than a few minutes before the end of school.** There will be no need to arrive earlier to get a spot in the parking lot. There will be plenty of parking in either lot to have your child meet you or you may pick your child up at the curb once they exit the building.
- 2) If you want to meet your son or daughter by the main entrance, you may do so. However, please do not enter the building unless you have business to conduct. If you must enter the building, please report into the main office. Again, this is for the safety of all students so that we know who is in the building.
- 3) If a student or parent needs to enter the building after departing or at the end of the day, the main doors will be unlocked after all students have departed.
- 4) All elementary students will be exiting the elementary or main doors each day. Elementary teachers are generally escorting students out of the doors.
- 5) All students being picked up by a parent will be expected to use the designated crosswalks.