

December 19, 2017

Parents & Guardians,

- In the last few weeks, we have been assessing our drop-off and pick-up procedures. While our primary goal is student safety, our secondary goal is to improve drop-off and pick-up effectiveness. *Here is a list of procedures developed based on our observations.*
- *The two most chaotic times* during the school day are student drop-off and student pick-up. It's amazing but during these times, we have over **600 students** arriving and leaving in a time span of about **20 minutes**. It is our goal to have procedures in place for this to happen safely and efficiently, with our primary goal being student safety.

Drop-Off Procedures

- Students should be dropped off starting at about 8:10 a.m. *They should not arrive at the school before 8:10 a.m.*
- *Our bus drop-off and pick-up zone is at the front of the school. Cars and students should not use the bus lane from about 7:55 a.m. to about 8:20 a.m.* We have students who place cones to restrict access to the bus zone and ask that you continue to respect them. We will open the front parking/drop-off area shortly after the first bell rings at 8:25 a.m.
- Our primary drop-off zone is located in our east parking lot. Our peak time in this drop-off area is from 8:20 a.m. to 8:35 a.m. **During this time, it is absolutely necessary to pull all the way to the front of the drop-off lane.** This is our single largest problem with dropping children off in the morning.
 - a. Have students ready to exit your vehicle.
 - b. The drop-off zone is not the place to sign homework or conference with teachers.
 - c. If it will take more than 15-30 seconds for you students to exit your vehicle, please park in the parking lot.
 - d. Please limit distractions (e.g. cell phones) while in our parking lot. We have a lot of vehicles and people in this area.
 - e. Gage your speed to no more than 5 miles-per-hour. *Safety is No Accident!*

Pick-up Procedures

- Arrange, before school, the location your student should meet you.
- Clearly communicate with your student how they will be getting home that day.
- The bus lane, front parking lot, and east faculty parking lot should not be used for parking and picking up students from 2:55 p.m. to about 3:25 p.m.
- When picking up students in the pick-up lane in the **east** parking lot, *pull as far forward as you can*. Load your student(s) as quickly as you can and then exit the parking lot. Students **will not** be allowed to go past the painted green line on the sidewalk that runs east and west by the new part of the building to get into a vehicle. When in the pick-up lane, please don't conference with other parents, leave your vehicle, or conference with teachers. If it is necessary to do any of these, please park your vehicle.
- Students are not allowed to cross the crosswalks without an adult crossing with them. If you choose to do this, please park your vehicle and walk over to the school to gather your student and be sure to cross back in the designated crosswalk.

We are very grateful to the many careful, courteous drivers that drop-off and pick-up students. It is our goal to continually ensure the safety of our students. The procedures outlined above are designed with student safety in mind.

Sincerely,

Mr. Gerstheimer