

Arrival and Dismissal Procedures Student safety is the priority of our transportation plan for arrival and dismissal from school. Access to the Grade School Drive can be gained from Washington Street or Columbia Street. A crossing guard will continue to be stationed at the Grade School Drive and Columbia Street. We urge all parents to exercise extreme caution when driving in areas near the school in order to ensure the safety of our students. Please observe these rules and be courteous to other drivers and pedestrians:

- **ALL ARRIVAL and DISMISSAL traffic must be done in the front of the building.** Students may not be dropped-off or picked-up in the back parking lot during arrival and dismissal timeframes.
- Parents must pull-up curbside on the circle drive to drop-off/pick-up children.
- Children must exit vehicles on the curbside directly onto the sidewalk.
- Please encourage your students that are walking or riding bicycles to cross at the designated cross walk and use the sidewalk. Bicycles must be walked once a student is on the school grounds sidewalk.
- The use of a cell phone while driving in a school zone is against the law.
- Door #2 will only be used for student entrance and departure from school each day.
- Parking at the Stop signs IS PROHIBITED./Please continue to circle the drive until you see your child.
- WALKING ACROSS THE CIRCLE DRIVE (lanes and grassy areas) IS PROHIBITED.

Morning Curbside Drop-Off Students being driven to school are to be dropped off in front of the school on the curbside (passenger side) of the car. Staff will open doors and begin supervising the front drop-off areas beginning at 7:45AM.

- 5th-8th grade students will enter using MAIN DOOR #1 by the office.
- PreK-4 students will enter the building using DOOR #2, the northeast door.
- Parents that need to enter the building with your child should park in parking spaces (west of the main entrance/along circle drive) and enter through MAIN DOOR #1, proceeding directly to the office.
- **STUDENTS SHOULD NOT EXIT CARS FROM THE DRIVER'S SIDE INTO THE LEFT LANE.**

Afternoon Curbside Pick-Up Students being picked-up from school are to be picked-up in the front of the school on the curbside (passenger side) of the car by 3:15PM (2:15PM on Wednesdays) when staff supervision ends.

- 5th-8th grade students will exit MAIN DOOR #1.
- PreK-4 students will exit DOOR #2.
- PreK, Kindergarten, and First Grade students are dismissed at 3:00PM on regular days, 2:00PM on Wednesdays. All other students will be dismissed at 3:05PM, 2:05PM on Wednesdays.
- Parents that need to enter the building to meet your child should park in parking spaces (west of the main entrance/along circle drive) and enter through MAIN DOOR #1, proceeding directly to the office.
- **VEHICLES SHOULD NOT STOP IN THE LEFT LANE FOR STUDENTS TO ENTER CARS.**

DIAGONAL ZONES: QUICK DROP-OFF/PICK-UP

- **DIAGONAL ZONES are designed for convenient parent drop-off and pick-up.**
- **DIAGONAL ZONES are for expedited drop-off/pick-up of students without adult exit of vehicles.**
- Any parent leaving their vehicle must pull into a parking space (west of the main entrance/along circle drive).
- Vehicles should pull forward to the front of the zone, NOT STOPPING in the center.
- Parents/Guardians must stay in vehicles.
- Students should exit curbside only.