

LORDSHIP SCHOOL TRAFFIC PATTERNS/POLICIES

Morning Arrival

Students can be dropped off at the main entrance doors or back Kindergarten doors. Teachers will greet their students outside of their classroom in the hallway. Bus students will exit the bus and gather in the All-Purpose Room (APR).

Afternoon Dismissal

Students will be dismissed in a staggered manner, starting at the 3:15pm bell. Parents and guardians should pick their child up in the pick-up area on Lordship Road. Bus students will be dismissed by bus, in the order buses arrive.

To help ensure the safety of our students, staff, and families, we ask that you adhere to a few simple guidelines: **Please only park on the right-hand side of the road, avoid blocking the middle of the road, and avoid neighbors' driveways.**

You may have to consider parking farther down Lordship Road or on other streets around the school, and walking to your child's dismissal area. If you choose to park in a different area, **please avoid the bus lane on Crown Street.**

Drop Off and Pick Up on Lordship Road

Kindergarten students often enter and/or are dismissed from their classroom door on Lordship Road. Other students may enter the Lordship Road entrance at the far end of the building. There is a Drop-Off Area between Prospect Drive and the utility pole on Lordship Road. **DO NOT PARK** in this area. A staff member will be on duty to welcome students arriving/leaving from this location. Therefore, please drop your child off or pick them up and move on to allow the next car to pull forward. If necessary, you may park above the utility pole on the school side of the street. Please **do not block the Drop-Off Area** or park in areas that have signs designating them as No Parking zones.

On Lordship Road, UNDER NO CIRCUMSTANCES, should you:

- Leave your car running and unattended to go to the school door to bring/get your child
- Park on the island and call or send your child across the street, in-between cars
- Double park
- Park in the DROP OFF zone or a No Parking zone

The bus drop-off is located on Crown Street. It is marked by a bus stop sign. Please do not park on Crown Street, from Lordship Road to the middle of the block. Such parking would block the bus drop-off and could create a traffic tie-up.

BUS STUDENTS

Durham Bus Company provides transportation for eligible students. Questions regarding bus routes, pick up and drop off times can best be answered by calling the bus company at **(203) 378-0147**.

BUS STUDENTS WILL BE EXPECTED TO:

1. Be at the bus stop at the designated time.
2. Wait for the bus on the shoulder of the road or on sidewalks. Do not wait on someone's lawn or porch.
3. Line up in an orderly manner while waiting to board the bus.
4. Get on and off the bus in an orderly fashion without pushing.
5. Remain quietly seated while the bus is in motion. Keep head, arms and hands inside the bus at all times.
6. Never throw objects at the bus or other vehicles.
7. Keep the bus clean of litter and debris at all times.
8. Obey the directions of the bus driver and do not distract his or her attention. Be courteous to the driver and fellow passengers.
9. Use appropriate language at all times.

ANY STUDENT WHO VIOLATES THESE RULES IS SUBJECT TO DISCIPLINARY ACTION BY THE PRINCIPAL AND MAY LOSE TRANSPORTATION PRIVILEGES.
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DISCIPLINE PROCEDURE FOR BUS INFRACTIONS:

1. Verbal and/or written **warning**.
2. **Suspension from the bus**. Length of suspension at the discretion of the principal.
3. **Expulsion from the bus** (Student may no longer ride the bus to/from school).

Parent Notification of On-Bus Cameras

For the safety of our employees and students, Durham School Services reserves the right to monitor and document student behavior on buses utilizing recording devices. **There is no reasonable expectation of privacy on-board Durham buses and students' actions and words may be monitored with video and/or audio as permitted by federal, state and local regulations.** Student conduct that is recorded and prohibited by regulations or school district policy will result in disciplinary action. This policy will apply to all transportation services provided by Durham School Services.

LORDSHIP SCHOOL BICYCLE RIDER'S CONTRACT

A student in grades three through six may ride his/her bicycle to school providing a signed contract from the student and his/her parents, countersigned by the principal is on file in the school office.

Parents of bicycle riders must assume full responsibility for their child's safety to and from school and accept full responsibility for the bicycle while it is parked on the school grounds during normal school operation.

All bicycles must be secured to the bicycle rack with a lock/chain; no bicycle can be parked without a signed contract on file or a lock/chain attached to the bike rack.

STUDENTS MUST WEAR A HELMET .

Bicycle Contracts are available in the main office and outline in detail the rules and requirements for riders.