

PROCEDURES
Student safety is our highest priority!

GENERAL TRAFFIC FLOW POLICIES:

1. All campus driving policies have the safety of our students as the primary objective.
2. Please – no use of electronic devices while driving on school property.
3. All drivers will only enter the campus from Spring Valley Road at all times on all days.
4. All drivers will exit the property onto Washington Church Road at all times on all days.
5. The Speed limit on campus is 10 miles per hour.
6. Students will only park in the Student Parking Lot.
7. The parking spaces in front of Building A will only be used for visitors and parents who have business in Building A. They are not used for student arrival or dismissal.
8. Student pick-up and drop-off will only occur in the right lane of the designated area – Elementary to the Right of the fence and Middle – High School to the left of the fence.
9. Please train your riders to have their things together so that they can exit your vehicle quickly and safely.
10. All persons will only cross traffic lanes in the designated crosswalks and only when permitted to do so by the on duty crosswalk officials.

ARRIVAL PROCEDURES:

1. All Elementary and Middle School students should enter into the building through the Building C doorway. High School students should enter through the breezeway door located between Building C and Building E at the first cross walk.
2. Elementary drop-off will occur in the right lane closest to the school on the right side of the fence
3. Middle School – High School drop-off will occur in the right lane closest to the fence on the left side of the fence.
4. *Drop off locations are based on the oldest student's grade level.*
5. Student drivers will park in the Student Parking Lot (the first lot as you enter the campus) and cross the traffic lanes in the designated crossing lanes.

ELEMENTARY ONLY PM CAR RIDERS (2:45-3:10 PM)

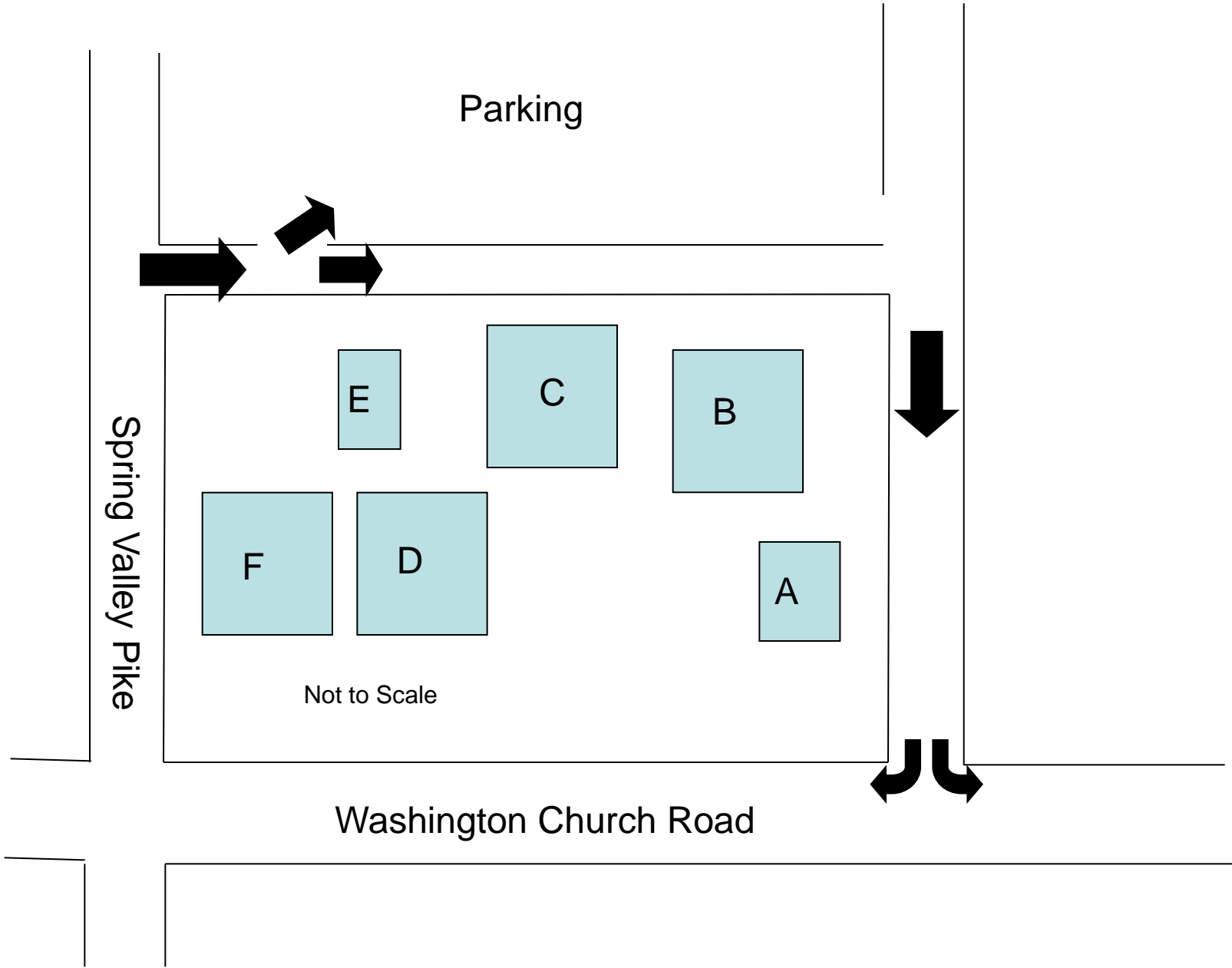
1. The students will be dismissed at: Pre K – 4th 2:45; 5th – 6th 2:50; 7th – 8th 2:55; 9th – 12th 3:00
2. The students will stand quietly (weather permitting) in line on the sidewalk (C-entrance) with their grade level when they go to carpool.
3. Students will only be permitted to enter a vehicle in the curbside lane and only through the curbside doors.
4. Vehicles will be loaded in groups; once all of the cars within the group are loaded they will be dismissed as a group, at the direction of the traffic duty teacher. Drivers should be careful passing any cars along the *Through Lane*, stopping at the crosswalks.
5. If a driver enters a pickup zone during active pickup and their students are not waiting in the pickup zone, the driver is asked to pull forward and exit the zone and either park in the parking lot to wait or circle around to the Spring Valley entrance. This courtesy will enable the safe and efficient flow of traffic.
6. Students in K-4 who are not picked up during the regular dismissal times will be escorted by the duty adult to the Extended Care Room where parents will go to pick them up.

ELEMENTARY STUDENTS with older siblings PM CAR RIDERS (2:45-3:10)

1. The students will be dismissed at 2:45.
2. The students will report to C-122 to wait for their older sibling.
3. The older sibling should pick up their younger sibling by 3:10 and immediately exit the building or they will be taken to Extended Care in room B-219.
4. **Children 4th grade or below are not permitted to wait in the lobby or building without a parent or an EMA authorized ADULT.**

BUS WATCH (2:45 PM - Exit on Washington Church Road)

1. The students will line up at 2:45 by bus name.
2. The students will sit quietly (weather permitting).
3. The children will be attentive so they will not miss their bus.



Parking

Spring Valley Pike

Not to Scale

Washington Church Road

F

D

E

C

B

A

PARKING

