

Arrival and Dismissal (Drop-off/Pick-up) Procedures

This is a template which can be adapted by each school to reflect the drop-off/pick-up area and procedures established.

Arrival and dismissal times always have congestion issues, particularly on rainy and cold days when more student are driven to and from school. By following the procedures below, we can all enhance the safety of students walking and bicyclist to school, and those arriving and departing in cars. Thank you for your cooperation in following the procedures.

Students should not arrive on campus more than 30 minutes before the arrival bell, if participating in the breakfast program, or 15 minutes if not. There is no staff supervision before those times. Students not picked up within 15 minutes after the dismissal bell may be waiting in the office, as there is no outside supervision after that time.

Drop-off and pick-up may occur on campus in the drop-off/pick-up area, and on adjacent streets. Respect all no parking signs and red curbs. Red curbs stenciled with “Fire Lane - No Parking” can only be used for waiting in your vehicle, if no other areas are available. Leaving your vehicle, even for just a moment, is parking. Some campuses offer white curbs for drop-off/pick-up. Never block anyone’s driveway, whether you are in your vehicle or not. Please do not use your cell/smart phone within the school zone, not even hands-free. Your full attention should be on your driving. Be a good role model for students and others.

When departing the parking lot/drop-off/pick-up area, respect all signs and marking restricting turns. We discourage U-turns anywhere within the school zone. Plan your route to avoid these left turns and U-turns, by going around the block if necessary.

Drop-off/Pick-up Lane

- Drop-off/pick-up traffic should stay to the right along the curb. Drivers may pass on the left only to access parking or to leave the parking lot.
- Move forward as far as possible along the curb before dropping off or picking up. For drop-off, students should have their backpack or gear in their lap, with conversations complete, for a quick unload. For pick-up, if your child is not ready to go, you will have to proceed and go around the block. You can arrange a specific time with your child ahead of time to avoid waiting and blocking the pick-up lane.
- Do not block the sidewalk at the driveway entrance or exit. Don’t move forward until you are sure you can clear the sidewalk. These sidewalks are used by large numbers of students, and they have the right of way.
- If crossing the parking lot to or from parking spaces, use extreme caution. Drivers may not be looking for walkers.
- Do not park along the drop-off/pick-up curb at any time of day. Leaving your vehicle, even for just a moment, is parking. Use parking spaces if you need to leave your vehicle to visit the office or classroom.

Drop-off/Pick-up Streets

- Drop-off and pick-up may also occur on adjacent streets.
- If you drop off or pick up on the opposite side of the street, please always use the crosswalks. Mid-block crossings outside crosswalks are not illegal if pedestrians yield to vehicles, but are discouraged within the school zone.
- Do not drop off or pick up students in the middle of a traffic lane.

Other Access Points

Students using active transportation (walking, bicycling, skateboarding and scootering) may enter and exit campus at pass-throughs. These may also be used for drop-off/pick-up, but please respect these residential streets by not parking here.

Crossing the Street Safely

Students and family members using crosswalks on or off campus should follow these rules. Please learn and reinforce these rules.

1. Stop at the edge
2. Look left, look right, and look left again
3. Do not start across until all the cars have stopped and you have made eye contact with the driver
4. Continue looking as you cross - things may change
5. Walk at a normal pace, do not run

The posted school speed limit of 25 mph is only safe under perfect conditions, and often you should be traveling more slowly. On campus, the speed limit is 5 mph. Remember that your school grounds are a neighborhood resource, so children may be going to and from the campus at *any* time of day and *any* day of the week.

We love seeing family members walking, bicycling, skateboarding or scootering to and from school with their children. Give it a try on occasion! If you must drive, park further away and enjoy the walk. Physically active students are happier, healthier, and perform better academically.

Please work with us by staying relaxed and calm while picking up or dropping off your child, as well as following all procedures. Please notify the office if you see unsafe driving. Unsafe drivers will be reported to the CHP. We ask for your patience, understanding, and compliance as we work together in this process. Please remember the implementation of the process is for the safety of all our students.