



Policy Category	Facilities/Operations
Policy Name	Drop Off and Pick Up of Students and Parking
Table of Contents #	6
Board Approval Date	05-07-2015
District Required	Yes___ No___
Committee Names	Kuric, Raskin

CODING

CMO_SUGGESTED _____
SCV_DRAFT _____
SCV_APPROVED _____

Secretary Initials _____

Introduction

The safe arrival and departure of students is of paramount concern to the Charter School. The iLEAD School has promulgated the following policy and requests that students and parents adhere to its procedures in order to ensure the safety of all students and staff.

In addition, the Charter School desires to be a good neighbor to the residents surrounding the Charter School premises. Parents can help the Charter School to be a good neighbor by following the rules of the road and exercising courtesy to neighborhood residents.

General Guidelines

All visitors to the Charter School are expected to adhere to the rules of the road when driving on or around the Charter School premises. All visitors are expected to drive slowly when students are present.

Motor vehicles of any kind, including but not limited to, motorcycles, motor scooters, and motorized skateboards, are not allowed on the Charter School premises in any area except the parking lot or designated drop-off and pick-up areas.

Arrival and Departure of Charter School Students

Parents are requested to adhere to the following rules:

1. Drive slowly through the school zone.
2. Pay close attention to the directions of any crossing guard at any crosswalk or traffic light. He or she is trying to help get students to school safely.
3. The parking lot is only to be used if you plan to get out and walk your child to school. The parking lot is not a safe drop-off and pick-up area. There is an area designated for student pick-up and drop-off. When approaching the area designated for student pick-up and drop-off, remain patient and stay to the right side of the area. There shall be no passing around other vehicles.

4. Pay close attention to the directions of personnel in the pick-up and drop-off area. Pull all the way forward as directed by personnel before allowing students to exit or enter vehicles.
5. Only allow students to exit or enter vehicles when they are directed to do so by personnel. This helps keep pick-up and drop-off safe for all students.
6. When leaving, pull out slowly and look carefully for students and other cars.
7. For afternoon pick-ups, if you arrive early, park in the order of arrival and wait patiently. After the children are dismissed, the first car should pull forward as far as possible to wait for his or her child.

Procedures

Students to be picked-up must report to the designated area when they are dismissed from class.

Parking

Parking spaces designated for employee use and visitor use shall be utilized accordingly.

Adopted:

Amended: