

PARENT DROP-OFF and PICK-UP PROCEDURES

August, 28, 2017

Dear Moore Parents/Guardians,

Over the course of the past four years, Moore Elementary School has been analyzing our Parent Drop-Off and Pick-up process along with our school safety procedures. After careful self-assessment deliberation, and research, Moore Elementary School has decided to make changes to the Parent Drop-Off process in order to *increase* the safety of our children and the overall security of our school.

Attached you will find a detailed outline of the new Parent Drop-Off Procedures, which are almost identical to the Parent Pick-Up Procedures already in place. The included map will provide an aerial view of the traffic flow expected in the parking lot. We feel that through these changes, our overall safety will be drastically improved and the process will run smoothly. We realize that not all will agree with these changes, and some may feel that they are too time-consuming or drastic, but please know that we take student safety and school security very seriously, and based these changes solely on those two areas. There will certainly be some “glitches” and bumps that we will assess throughout the 2017-2018 school year...but we hope to be able to handle them with minor adjustments in order to have a full, smooth implementation.

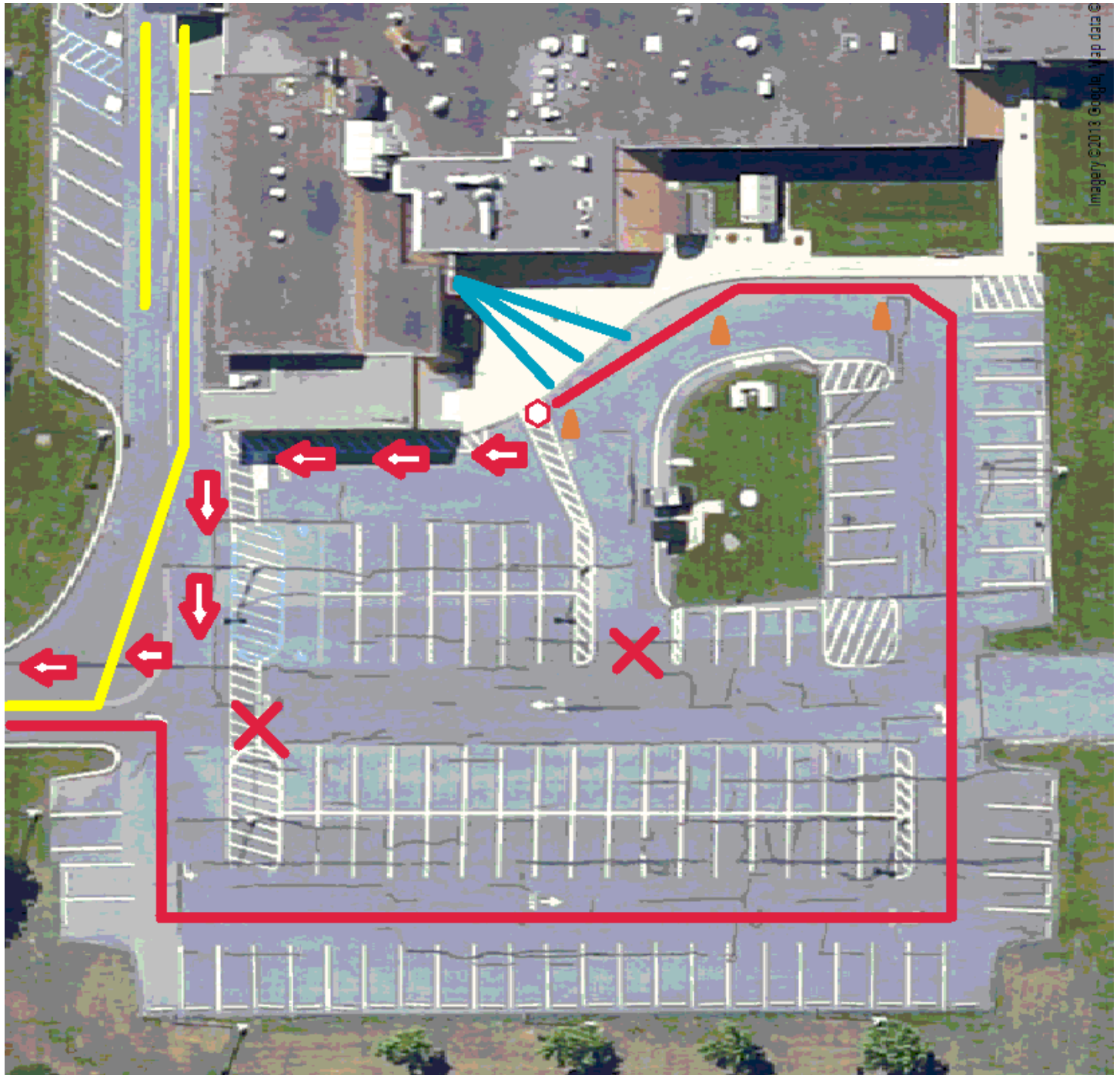
As always, I welcome respectful discussion regarding the new procedures and will listen to any suggestions or comments. However, the final decision lies in the hands of the school and District Administration.

I appreciate your cooperation and support of our new procedures, and look forward to a wonderful school-year!

Thank you,

Mr. Curtis Dimmick
Principal – Moore Elementary School

MOORE PARENT AM DROP-OFF and PM PICK-UP MAP



MAP KEY

RED LINES – Parent Drop-Off / Pick-up Traffic Flow

BLUE LINES – Student Dismissal

RED X – NO Parent Traffic / Entry

ORANGE CONES – Parent Traffic Zone

YELLOW LINES – Bus Traffic

RED ARROWS – Parent Exit Flow

RED STOP – 1st Parent Car Stop

PARENT DROP-OFF and PICK-UP PROCEDURES

- NO students will be permitted to be dropped off at the school prior to 8:35am. The only exceptions to this will be for Band, Chorus or Orchestra rehearsal, club or group meetings, or a scheduled meeting with a teacher or office personnel. If you have multiple students in our school, and one child has a scheduled meeting or rehearsal, you will not be permitted to drop the other child off at the office or APR prior to 8:35am.
- Parents may begin to form the Parent Drop-off “line” outside of the rear APR door (at crosswalk) beginning at 8:25am.
- A Staff Member will be present at the Parent Drop-off doors to begin the drop-off process at 8:35am and keep a watchful eye on the students as they enter the building.
- Students will exit your vehicles, and should proceed directly to the rear doors of the APR beginning at 8:35am. Students may depart their vehicles if they are in one of the first five (5) cars in line (from the crosswalk).
- Once students are on the concrete sidewalk and “pad”, the cars may proceed ahead. Please use caution when pulling away from the drop-off line, and please inform your students that they may not return to your vehicle.
- This process will continue until all students/cars are dismissed.

POINTS OF EMPHASIS:

- At no time do parents enter the school building for Parent Drop-up and/or Parent Pick-up.
- At no time should parents exit their vehicles in the Parent Drop-off and/or Pick-up line once arrival and dismissal begin.
- No students will be dismissed to the building while the line is moving (cars in motion).
- Vehicles must follow the traffic pattern, and follow all traffic rules/laws with regards to pedestrians and right-of-way.
- After 8:55am, any students being dropped off should report to the main office. All students should arrive to Moore and be in the building by 8:55am, or they will be considered tardy to school.
- A signed note/excuse must be provided to the office/teacher if a student arrives to school after 8:55am.