



# ARMSTRONG

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## E A G L E S

## Daily Procedures and Safety Information

### Carpool Instructions and Queuing Lanes

Student safety is very important to all of us, and it demands the attention of every driver and student at all times. Please familiarize yourself with the directed flow of traffic around the school, and obey all traffic signs and crossing guard instructions.

Please be a courteous and patient driver and communicate with your child prior to dismissal where you plan to be so that you are not using your cell phone in the school zone.

Please follow these queue lane guidelines:

- The queue lane is the lane along the curb next to the building, and flows west on Cornell and northeast on St. Johns.
- Parking is along the curb farthest from the school, and the middle lane is for traffic flow ONLY. Use the queuing lane, or pull over to a legal curb, for your child to exit on the sidewalk side of the car. Cars in the middle lane must yield to cars trying to exit the queue lane.
- Enter the queue lane behind the last car in line. Do NOT cut into the queue lane.
- Pull forward as far as possible in the queue lane before dropping off or picking up your child. Be courteous and do not stop the traffic behind you.
- Display the color coded card issued by your teacher with your student's name, grade level, and teacher's name prominently on your window or dashboard. This will help the staff members who manage the carpool lines to load and move cars more quickly.
- Drop off and pick up students from the queue lane on the curb side ONLY, never the middle of the street.
- NO cell phone use is permitted in the school zone. Comply with posted traffic signs at all times.
- Please ALWAYS use the crosswalks to cross the street and never direct your student to cross the street at another location between traffic.

## Queue Lane and Carpool Map



## Walkers and Bicyclists

Students and all pedestrians must obey the crossing guards, cross only at designated intersections, and observe bicycle safety rules. Bicycles must be parked in the racks provided and should have locks. The school is not responsible for bicycle damage or theft. Scooters, in-line skates, and skateboards, if ridden to school, may be stored in the lockers. The Town of Highland Park does not allow motorized scooters to be ridden on the streets or sidewalks, and they should not be ridden to school.

Safety is reviewed each year at the Bike Rodeo. For the safety of cyclists and pedestrians, bicycles should be walked, not ridden, while on the Armstrong campus, during arrival and dismissal. Scooters, in-line skates, and skateboards may not be ridden inside the school building at any time. Several Walk to School Days are planned throughout the school year and announced on the school calendar in cooperation with the Town of Highland Park Department of Public Safety to encourage families to walk to school when possible.

## Building Hours

### Morning Entry

Students may not enter the building before 7:30am except for scheduled tutorials or scheduled activities accompanied by a teacher. Parents should be advised that students arriving at school before 7:30am will be unsupervised outside the building.

Students and families may enter the building at 2 locations at 7:30am: the main entrance door on Cornell and the northeast door at St. Johns and Byron. These doors are monitored by staff beginning at 7:30am to support student and staff safety. All students must proceed to the grade level hallways to wait until 7:45am. Parents and guardians may accompany students to the classrooms, and if they arrive before 7:45am, they should wait in the tiled areas or outside at the Cornell and St. John's entrances.

Teachers are on duty in the classrooms beginning at 7:45am, when students may enter the classroom. Morning announcements begin at 7:55am. All students are expected to be in their classrooms at that time.

### Dismissal Procedures

Afternoon pick-up locations are designated as follows:

- Preschool: 3:15-3:25pm. On Cornell at the preschool door. Slightly west of the main entrance on Cornell, **pickup on Cornell ONLY**
- Kindergarten: 3:15-3:25pm. Corner of Cornell and St. Johns, southwest corner of the school, **pickup on Cornell ONLY**
- 1st Grade: 3:15-3:25pm. Corner of St. Johns and Byron, northeast corner of the school, **pickup on St. Johns**
- 2nd Grade: 3:15-3:25pm. Corner of Cornell and St. Johns, southwest corner of the school, **pickup on Cornell ONLY**
- 3rd Grade: 3:15-3:25pm. Corner of St. Johns and Byron, northeast corner of the school, **pickup on St. Johns**
- 4th Grade: 3:15-3:25pm. Corner of St. Johns and Byron, northeast corner of the school, **pickup on St. Johns**

Older siblings will be dismissed with younger siblings. Parents should communicate their plan for pickup at dismissal with the teacher. Teachers will release students to parents or other guardians authorized for school pickup. Parents are responsible for supervision of students on school property, on the playground or athletic fields, after dismissal. Students who walk home from school should leave school property immediately after dismissal. Students who are not picked up within 10 minutes of dismissal time will be brought to the main office to make a phone call and wait there to be picked up.

Parents should communicate any changes in regular dismissal arrangements on a particular day prior to 2:00pm directly to the teacher, or after 2:00pm directly to the main office to ensure that the teacher receives notification.

### Tips:

- Have a rain plan. Traffic is heavier on these days.
- Consider parking a block or two away from drop off and pick up spots and walking to dismissal locations to pick up your student. Drexel along the east side of the creek is rarely crowded, and the bridge across the creek is a convenient walk.
- Carpooling reduces the number of cars in the queue lanes, which is very helpful. Please consider carpooling if you are not already.

### Safety Procedures for Visitors

- All visitors are required to enter the building and check in through the front office and wear a visitors badge beginning at 8:00 AM. Anyone entering the building from 8:00 AM-d dismissal will be required to check in through the front office and wear a visitors badge while in the building. We will continue to have a police officer on campus throughout the day.
- At 8:00, staff members will sweep the building to ask all visitors to exit the building or sign it at the front office if they need to remain in the building beyond 8:00 AM.
- Volunteers who have been through a background check with the district and have permanent badges will scan their badges in the office upon arrival, and will again scan their badges in the office when they leave. Printed badges will have a barcode on them for easy scanning for all volunteers and visitors.
- When in the building for a parent meeting or to volunteer, guests must go through the office to check out, and exit through the front doors. We are not able to let parents/guests exit through the side or back doors of the building. This helps us track who is in and out of the building for parent, staff and student safety and accountability.
- Doors CANNOT be propped open for any reason. Doors must be attended by an adult when doors are needing to be open for an extended period of time while items are being brought in or out of the building.

Our families are always welcome in the building for lunch, special events and to volunteer; we appreciate you so much! We recognize that some of our enhanced procedures may slightly delay entry and departure to/from the building, however these processes are necessary to provide a safe and secure environment for ALL of our Armstrong Eagles. We appreciate your understanding and patience as we work together to keep everyone safe!.