

# CENTRAL COLUMBIA SCHOOL DISTRICT STUDENT DROP-OFF/PICK-UP INSTRUCTIONS

Due to the expected increased volume of traffic in all of our schools at the beginning and end of each school day this year, we offer the following instructions for you to follow to ensure the safety of your student and our staff overseeing them, and provide for a smooth flow of traffic during these times:

## **GENERAL INSTRUCTIONS:**

### **If you drive your student to school:**

**Leave early** to ensure you are on time to allow your student to be **in their first period classroom** by the starting bell. Starting bell times are 7:45 AM for both the high school and middle school, and 8:45 AM for the elementary school.

Travelling through our parking lot or traffic lane at excessive speeds to “make the bell” is strictly prohibited.

**Parking in the drop-off lot to exit your vehicle and escort your student to the school entry door is prohibited. Vehicles dropping off students shall stay in the traffic line to drop-off their student rather than park in the lot.** This would eliminate students being at risk walking through the vehicle drop-off line and allow police to concentrate on maintaining a steady flow of traffic in the lane rather than stopping traffic repeatedly for parents and students crossing through traffic.

**Follow the designated traffic route for drop-off.** Do not cut through parking stalls or other traffic lanes or cut in front of vehicles already in line.

When preparing to drop off, **pull up to the farthest location available** as instructed by staff and police. Ensure you are at a complete stop before the student attempts to exit your vehicle.

Have **your student prepare themselves and their belongings to depart your vehicle safely but quickly** once your vehicle has been directed to stop and drop-off by CC staff or school police.

**Remain in the vehicle** when your student exits the vehicle and allow staff, if necessary, to assist your student in exiting. **Students shall wear a mask upon departing the vehicle.**

**Students shall exit vehicles from the right (passenger) side of the vehicle** closest to the sidewalk curbing.

**Student's temperatures will be taken at curbside immediately upon exiting your vehicle. Students registering a temperature of 100.4 or above will be prohibited from attending school that day and immediately sent home with the parent/guardian that transported them.**

Once the student exits the vehicle and is cleared to enter school, **your vehicle shall remain in the line until those vehicles immediately in front of it depart.** Pulling out of line to pass stopped vehicles in front of your vehicle is strictly prohibited unless directed by school police.

**Any student who arrives after the starting bell shall proceed to the front office to be signed in. Parents/guardians who transported the student to school and arrive late shall wait until the temperature check is conducted** and the student is cleared to enter school before departing.

Parents who must enter any of our schools for any reason must enter through the front door to be signed in. **Entry into our schools without a mask is prohibited.**

## **SCHOOL SPECIFIC INSTRUCTIONS FOR STUDENT PICK UP AND DROP OFF**

### **HIGH SCHOOL**

#### **ADDITIONAL DROP-OFF PROCEDURES**

**Parents that are transporting ONLY high school students** shall use the front travel lane of the high school to drop off their student.

**Parents that are transporting a combination of high school and middle school students** shall use the drop-off parking lot located at the rear of the east side of the high school to drop off their students.

**Students shall be wearing a mask** upon departing the bus or vehicle they arrived at school in and maintain social distancing.

**Students that arrived in the drop-off lane at the rear of the school** and were cleared to enter school shall enter through the rear double doors closest to the drop-off parking lot.

**Students exiting buses from the bus lane** shall enter school through the far-right rear double doors. Students transported by bus to the school shall be directed to a separate area immediately upon entering the school to have their temperatures taken. **Students registering a temperature of 100.4 or above will be immediately isolated and prohibited from attending school that day and their parent/guardian will be contacted to arrange transportation back to their residence.**

**Students that drive their vehicle to school** shall park in the front parking lot and will have their temperature taken before entry. **Once cleared to enter the school they will enter through the left (west) side double doors.**

**Parent drop-off and 339 students arriving at the front entrance of the school** will have their temperature taken before entry. **Once cleared to enter the school they will enter through the right (east) side double doors.**

## **PICK UP PROCEDURES**

**Parents that are picking up ONLY high school students** shall use the front travel lane of the high school to pick up their student.

**Parents that are picking up a combination of high school and middle school students** shall use the parking lot at the rear of the east side of the high school to pick up their students.

Students that are being picked up by a parent/guardian **will be dismissed from school at 2:40 PM** to allow for departure before bus students are dismissed at 2:45 PM.

## **MIDDLE SCHOOL**

### **ADDITIONAL DROP-OFF PROCEDURES**

**Parents that are transporting middle school students** shall use the drop-off parking lot located at the rear of the east side of the high school to drop off their students.

**Students shall be wearing a mask** upon departing the bus or vehicle they arrived at school in and maintain social distancing.

**Students that arrived in the drop-off lane at the rear of the high school and cleared to enter the middle school** shall cross the bus lane and enter the school through the double doors entering the 5<sup>th</sup> and 6<sup>th</sup> grade wing.

**Students exiting buses from the bus lane** shall proceed to the main entrance of the middle school where temperatures will be taken. **Students registering a temperature of 100.4 or above will be immediately isolated and prohibited from attending school that day and their parent/guardian will be contacted to arrange transportation back to their residence.**

## **PICK UP PROCEDURES**

**Parents that are picking up middle school students** shall use the parking lot at the rear of the east side of the high school to pick up their students.

Students that are being picked up by a parent/guardian **will be dismissed from school at 2:40 PM** to allow for departure before bus students are dismissed at 2:45 PM.

## **ELEMENTARY SCHOOL**

### **ADDITIONAL DROP-OFF PROCEDURES**

**Parents that are dropping off elementary school students** shall use the drop off lane around the perimeter of the east side parking lot of the elementary school.

Student temperatures will be taken at curbside upon the student departing the vehicle. Upon being cleared to enter the school, **students will be able to enter through either the 4<sup>th</sup> grade wing or cafeteria doors, depending on which door is closest to their drop off point.**

**Students shall be wearing a mask** upon departing the bus or vehicle they arrived at school in and maintain social distancing.

**Students exiting buses from the bus lane in front of school** will have their temperatures taken before entering school. **Students registering a temperature of 100.4 or above will be immediately isolated and prohibited from attending school that day and their parent/guardian will be contacted to arrange transportation back to their residence.**

### **PICK UP PROCEDURES**

Parents/Guardians entering the school to pick up a student must wear a mask. Entering **without a mask is strictly prohibited**. Parents shall maintain social distance between themselves and others within the school building. Administration may employ a staggered entry approach to ensure social distancing.

**Parents picking up Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students ONLY** shall arrive for the **3:25 PM** dismissal time. This is to reduce crowding in the cafeteria pick-up location.

**Parents picking up 3<sup>rd</sup> and 4<sup>th</sup> grade students, or a combination that includes those students and students in the younger classes,** shall arrive for the **3:35 PM** dismissal time.

All other elementary school pick-up processes, including those intending to pick up a student being on the pre-submitted authorized pick-up list, and the presenting a valid form of identification before we release the student, remain unchanged.

We believe these instructions will increase the possibility of every Central Columbia student getting into school safely and on time. Any questions, please call Chief James Murtin at 570-784-2850 ext. 3122 or e-mail him at [jmurtin@ccsd.cc](mailto:jmurtin@ccsd.cc)

Thank you for your cooperation in this matter.