

Maurice Hawk Elementary School

Safety and Protocol Guidelines for Morning Drop Off

If you are driving your child to school, you have two drop off options:

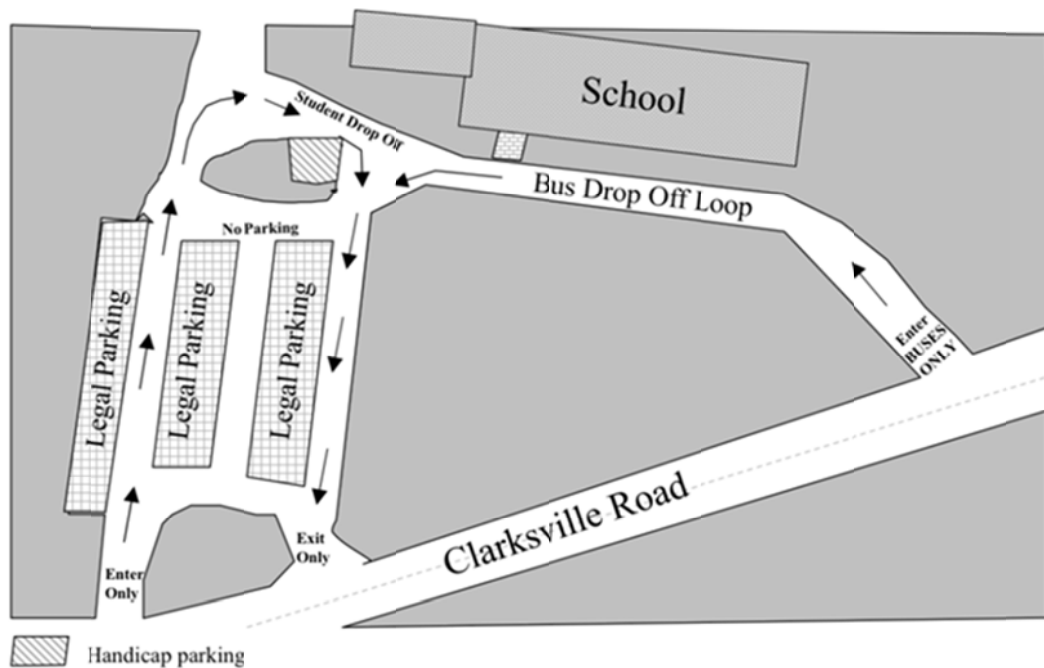
- **Use the designated drop off area facing the bus loop.** Please wait in line and pull up as far as you can in the Student Drop Off area. Four vehicles should fit at the drop off zone at one time.
 - Please follow the directions of the Maurice Hawk staff supporting parent drop off.
 - Have your child exit from the left side (driver side) of the car.
 - Do not get out of your car.
 - Do not park in this area. It is a no parking zone.
 - Say good bye while waiting in line so your child can exit the car quickly.
 - Teach your child to unbuckle their seat belt and open the car door. Child safety locks should be disengaged. These are important safety skills for elementary school age children.
 - Once your child has left your car, move out of the drop off area as quickly and safely as possible.
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- **Park in one of the legally designated parking spots and *walk with your child* to the school front door. Refer to the Parking Diagram below for legally designated parking spots.**
 - Only park and walk your child into school if you are going into school or helping your child to carry something into school.
 - Do not park to save time waiting in the drop off line. It doesn't save you time. It tremendously slows down the drop off line because the cars have to stop for parents and children crossing in front of them.

General Safety and Protocol Guidelines for the School Parking Lot:

- Please be mindful of the one-way arrows for entering and exiting the parking lot.
- Children must be accompanied by an adult when walking across the parking lot. Keep children close at hand and be careful when walking out from between cars.

- Cars should not pull into the bus circle (front of the building area) when buses are dropping off or picking up students. The timeframe between 8:15 and 4 pm. is reserved for buses.
- Never drop your child off at the front door and have them cross in front of or between buses.
- Do not drop your child off on Clarksville Road. Please do not walk students across the front lawn and cross in between the buses.
- Do not pull into the kindergarten circle during morning drop off. This area is for staff and buses only.
- Do not park in the student drop off area.
- Please be respectful of handicap parking in front of the school. This should not be used for convenience purposes of dropping off students or school materials.

Maurice Hawk School Student Drop Off



Safety Protocol and Guidelines for Afternoon Parent Pick Up

- Parents picking up their children from school, must notify the classroom teacher in writing. Please send a note into school (instead of an email) if this is a single day change, as the classroom teacher may be absent, or the internet might be down and the message may not be received.

- Please make sure the classroom teacher knows your child's dismissal plans at all times. Students will receive a form on the first day of school that needs to be completed and returned indicating your child's regular dismissal plans (if they are not taking a bus). Keeping a regular routine of dismissal plan greatly helps ensure that students know where to go at the end of their school day.
- Parents opting to pick their child up from school, must park on Clarkesville Road, or in a designated striped parking space.
- PLEASE DO NOT park around the flag pole circle or against the wooded areas adjacent to the parking lot.
- Parents must report to door #3 of the small gym.
- At 3:10 PM, parent pick up will be announced and all students scheduled for parent pick up will be dismissed to the small gym.
- Parents are asked to present a photo identification and sign their child out on the designated clipboard.
- Parents are asked to walk with their child back through the parking lot.
- Please refrain from using your cell phone while walking through the parking lot or in the small gym. Please note that this is a very busy time in our school parking lot, and your attention to the safety of you and your child is paramount.
- Parents who do not wish to sign their child out and provide identification on a daily basis, may opt to pick up their children at the second grade blacktop. This choice must be indicated on the form sent home on the first day of school.