

June 7, 2016

Dear Griffith Parents,

Your child's safety is our greatest concern. Morning drop-off and afternoon pick-up times are especially hectic and can be a safety concern. Therefore, we will institute new procedures to help alleviate confusion and to develop a consistent expectation to reduce potential accidents.

**Morning Drop-off:**

1. Parents may drop off students no earlier than 7:30 a.m. (prefer 7:45 if not eating breakfast)
2. Vehicles should enter school campus using Mill Street (West side of campus) if they are dropping off at the front entrance. Vehicles can also use the One Way access road (East Side of Campus) to drop off students at the side of the building or at the gym entrance. We will no longer allow vehicles to travel from east to west on the front entrance driveway. Please note that gym doors will be locked at 8:00 am with no entrance allowed except through the main entrance.
3. Students should exit all vehicles from the passenger side onto the sidewalk. This will help eliminate the need for students to walk in front of and in between vehicles.
4. All students should be dropped off at either the front entrance or the gym entrance. No student will be allowed to be dropped off in the parking lot and walk through traffic.
5. Any parent who needs to enter the Griffith building MUST enter through the front entrance and check in immediately with the office where they will be asked to sign-in and wear a "Visitor's Badge". Any adult who is found in our building without a "Visitor's Badge" will be asked to go back to the office to check in properly or exit the building immediately.
6. No extended parking is permitted along the front drive. If you must park and enter the building, please park in the parking lot near the front entrance.
7. Drivers need to use extreme caution when driving on campus as many children walk to school.
8. All traffic needs to exit through 11<sup>th</sup> street.
9. Note that since our building is located on a hill, that both the East & West entrances will become slick and hazardous during inclement weather. Please use extreme caution when entering our campus during these times.

A diagram has been included for your visual assistance.

Thank you in advance for your patience and understanding as we strive to ensure the safety and welfare of all our students.

*Please see map on the back*

### **Afternoon Pick-up:**

1. Extreme caution must be used at all times
2. No vehicle can block Hwy 50 at any time for any reason. If pick-up traffic is backed up to Hwy. 50, vehicles need to start a second line that enters the East Drive and goes through the main entrance parking lot to the West Drive and then to the front entrance pick up points.
3. Dismissal will be administered in stages:
  - a. 2:45—East Side Door--kindergarten students and their siblings
  - b. 2:55—Front Entrance Door—1<sup>st</sup>-4<sup>th</sup> grade students
  - c. 2:55—East Side Door—5<sup>th</sup>-6<sup>th</sup> grade students
  - d. Siblings should dismissal at the location of the oldest sibling unless there is a kindergarten sibling
4. All students will remain on the sidewalk, under staff supervision, until the parent arrives.
5. Parents will pull up to the sidewalk to load. Parents are to remain in their vehicle during loading except to secure their son/daughter properly in the vehicle (car seat, booster seat, seat belts). If you must enter the school at this time, please park in the nearby parking lot.
6. All traffic will exit out at 11<sup>th</sup> Street. Please use patience and caution as you exit.
7. No student will be allowed to walk through traffic unless they are being escorted by a parent.
8. There will be no student pick up at the gym entrance. The gym entrance and parking lot is used for bus pick up and dismissal only.
9. All students who are not picked up by a parent at dismissal time will be taken back inside the building and parents must come into the office to pick up their son/daughter.

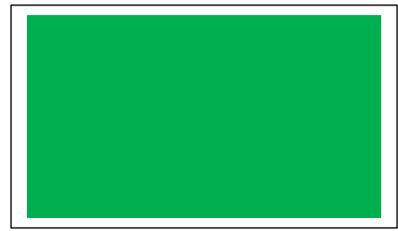
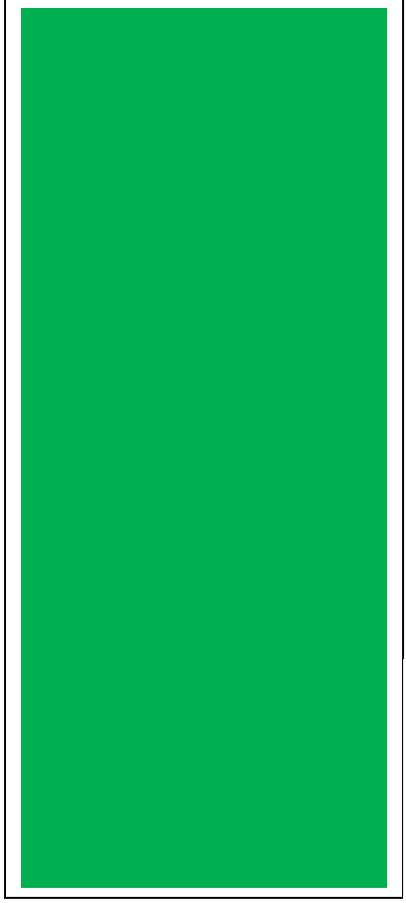
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Bus Pick-up & Drop-off  
No Car Traffic Allowed

One Way to 11<sup>th</sup> St. Exit



Gym

East Side Door

2:45  
K with siblings

Griffith Elem. School

2:55  
5<sup>th</sup>/6<sup>th</sup>

Front Entrance Doors

2:55  
1<sup>st</sup>-4<sup>th</sup> Grade dismissal

Front Student Pick-up

One Way



Parking Lot

(possible travel route if traffic blocks Hwy 50)



East Side Drive  
One Way



West Side Drive  
One Way

