

Traffic Procedures for Arrival and Departure  
Tomas Rivera Elementary  
2017-2018



**Traffic Flow (Arrival/Dismissal):**

- All car riders should be dropped off and picked up in the front driveway, right lane, closest to the school building. In the mornings, all students should enter through the front entrance of the school building. All other doors will be locked.
- At dismissal, students will be loaded into vehicles in the right lane, closest to the building.
- The center lane, for both arrival and dismissal, will be utilized for moving traffic. Therefore, we ask you to exercise great caution at all times. Hence, we ask all students and parents to use the Rivera Cross Walk in the mornings and afternoons for safety.
- In the AM & PM, cars are to enter the front drive, pull up as far ahead as possible, and use only the right lane to drop off/pick up children. Also, if you need to enter the school building for any reason during arrival or dismissal times, we ask you to use the Visitor/Staff Parking Lot, instead of parking in the front driveway.
- We ask parents to respect others by not cutting in front of those cars waiting in line to pick up/drop off students. If everyone waits their turn, the line moves along more safely, fairly, and efficiently.
- Additionally, we ask you not to use the Bus or Daycare Lane to drop off and/or pick up children.

**Student Arrival:**

- The school will be open to receive students at 7:10 AM daily.
  - Car riders and walkers are asked to enter through the front entrance of the school building.
  - Bus riders will enter through the door by the gym.
- Students are allowed to enter classes at 7:25 AM. The official start to the school day is 7:40 AM. All students are expected to arrive and be in their classrooms by this time. Students arriving after 7:40 AM, will be counted tardy.
- Students are encouraged to enter their classrooms by 7:25 AM, as this is a time for students to prepare for the school day and to review learned material.

**Morning Procedures:**

- \*\*AM PreK-2 students that arrive from 7:10-7:25 AM are to enter the building and either proceed to the cafeteria with their parents/guardians for breakfast, are to proceed to the gym, where they may be supervised by Rivera staff, or may wait in the main hallway entrance with a parent/adult guardian until 7:25 AM, when they may enter the classroom..
- All 3-5 students that arrive from 7:10-7:25 AM enter the building and proceed directly to the gym, where they are to sit in a designated area until dismissal.
- All students waiting in the gym will be picked up and escorted to class by their classroom teachers at 7:25 AM.
- 3-5 students wishing to eat breakfast remain in the gym with monitors and are released to the cafeteria with their breakfast card at 7:25 AM.
- No students are to be in the classroom hallways prior to 7:25 AM without a pass from school staff.

**Bus Students (Arrival/Dismissal):**

- Students riding a bus will load and unload on the Bus Lane and will enter and exit through the hallway doors by the gym.
- In the afternoons, bus students will assemble in the gym or line up on the bus lane according to bus number prior to being escorted to their designated bus.

**Day Care (Arrival/Dismissal):**

- All daycare arrivals will follow the same procedure as car riders. Daycare vans are to drop off at the front entrance during morning hours.
- At dismissal time, daycare students are to assemble and depart from door 9B, which is located at the end of the third grade hallway. Students will be escorted to daycare vans by staff monitors.

**Students Walking to and from School (Arrival/Dismissal):**

- During arrival, all walkers and parents will enter through the front entrance of the school building.
- In the afternoons, walkers will gather and be released from the exit door closest to the school library at the end of the

4th grade hallway.

**Parent Walk-up Procedures - “Walker Door” (Dismissal):**

- As a courtesy, if you wish to park and pick up your child at Door 10 (the “Walker” Door) on a **daily** basis, be sure to have your Car Tag ready to present to the staff member(s) on duty.
- Parents are not to park in the *Car Rider Lane*, in the *Daycare Circle*, nor the *private drive*, located off the daycare lane.
- Parents wishing to “walk up” to pick up students will need to park in the Visitor/Staff Parking Lot.

**\*\*PreK** – AM & PM PreK students arriving and picking up midday will drop off and pick up students at door 10 - the “Walker Door”. If arriving or picking up late, you will need to present an ID and cartag and sign in at the front office to drop off or pick up your child. PM PreK parents picking up (at dismissal) will either need to remain in their vehicles and follow the “Private Vehicle” procedures below or “Walk Up Procedures” above.

**Students walking to the MLK Rec Center (Dismissal):**

- Due to a large number of Rivera students walking to the MLK Rec Center after school, Rivera staff, as a **courtesy** to parents and to ensure student safety, walk assembled students across the street to the MLK Rec Center daily.
- At dismissal, these students are to gather and wait in the library, until staff arrives to escort them to the Rec Center. Students and staff exit the building from the 4<sup>th</sup> grade hallway doors closest to the library and are escorted in a single file line out of the building and across the street to the Rec Center.

**Private Vehicle / Car Tag Users (Dismissal):**

- At dismissal, students riding in private vehicles will assemble in the front foyer/main hallway. These students will be called by number and will be dismissed to their waiting car from the front entrance/parent pick up lane. Students will be loaded in vehicles by Rivera Staff and Student Safety Squad members. There is no need for parents to exit vehicles. We ask all parents to remain inside.
- The parents of students riding in private vehicles will be issued a numbered hangtag that should be displayed on the rearview mirror during afternoon pickup. A school staff member will use a two-way radio to notify the staff inside the building as to which cars are approaching the loading area. The staff will then notify students by calling their number, when it is time for them to be loaded.
- For the first week of school, temporary car tags will be placed on students’ backpacks. However, we ask parents to assist students in memorizing their Car Tag Number within the first week of school. This will help our car rider lane and dismissal flow more efficiently.
- If a parent or another adult arrives to pick up a student without a hangtag, they will have to park in the Visitor/Staff parking lot and will be required to come into the front office to present proper identification prior to receiving the student. If the adult presenting ID is not listed as an emergency contact for the student, the parent will be contacted to provide verbal approval. If we are unable to obtain permission, the student will not be released to the adult.
- At enrollment, parents are issued two car rider hangtags with the same identifying number for their child. If lost, replacement tags may be secured from the Rivera office. However, the replacement will not have the same number as the initial hangtag.

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- If you need to come into the school building during these times, we ask you to use the Visitor/Staff Parking Lot, instead of parking in the front driveway.
- We also ask you to respect others by not cutting in front of those cars waiting in line. If everyone waits their turn, the line moves along more safely, fairly, and efficiently.
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