

## **MILLER ELEMENTARY SCHOOL**

### **Morning Arrival Procedures**

#### **Morning Arrival Times**

At 7:15, we will have staff members supervising in both the café and gym. If your child arrives between 7:20 - 7:35am, they will enter through the doors located near the gym and will remain in the café/gym until 7:35am when their classroom teachers meet the students and walk them to their rooms to begin their day of learning. Students entering the building from 7:35 – 7:45am, they will report directly to their classrooms; there will be Miller staff members throughout the building to assist students in getting to their classrooms safely. The tardy bell will ring at 7:45am. We ask that you use caution during arrival as we will have many students who walk and ride bikes to school.

#### **Buses & Daycare**



Buses/daycares will drop off students by the cafeteria doors in the front of the building. Students will enter the cafeteria doors. A staff member will be stationed at the door to allow students to enter. All students arriving prior to 7:35am will remain in their designated areas and then proceed to their classroom at 7:35am with their classroom teacher. Any student (K-5<sup>th</sup>) who needs breakfast will remain in the cafeteria to eat. The breakfast line will be open from 7:15 – 7:35am. We ask that if your child needs breakfast, please have them arrive early so they have enough time to eat. A healthy breakfast helps start the day off in a positive way.

#### **Walkers / Bike Riders**



Walkers and bike riders will lock their bikes on the bike racks in the front of the building. It is imperative that all students who are walkers and bike riders utilize the crosswalk. A crossing guard will be stationed there to assist the students in crossing safely. Please discuss with your child the importance of using the crosswalks. I know it is tempting to cross at other areas, but it is a safety concern with the traffic flow.

#### **Car Riders**



Morning car riders can be dropped off near the gym doors beginning at 7:20 am. When dropping off your child, you will enter using the school driveway at the intersection of Cypress Hill Drive and Blueberry Hill Drive. Stay in the inside lane and drive past the playground area. Staff members will be stationed outside to assist students with getting out of their cars beginning at 7:20am. Please help us in allowing for a smooth drop off by having your child ready to exit the car. Say those quick goodbyes and we will take care of them as they enter the school. Students will enter safely through the doors and go to their designated areas (K-2~café, 3-5~gym). We ask that you do not drop off earlier than this time for safety reasons; the doors are locked until this time and there are not any staff members to ensure safe entry into the building.

#### **Student Safety**

The security doors located inside the front doors will be locked at 7:45 am each morning and will remain locked for the remainder of the day. Parents and other visitors to the campus must go to the front office to sign in through Raptor System and obtain a visitor's badge. Visitors will need their driver's license in order to sign into the school. Thank you for helping us keep our school safe.

We want our parents to have an active role in their child's education. To ensure student safety and allow uninterrupted instructional time, we ask parents to not enter the Pod areas during the school day unless you have prescheduled an appointment with your child's teacher or you are volunteering with students, such as being a Watch Dog. We ask parents to see this as an effort to keep children safe and engaged in learning.

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## Dismissal Procedures

### Bus Riders/Daycare

Students who are daycare/bus riders will be escorted to the café by a staff member at the end of the day and loaded on to the appropriate bus.

### Walkers/Bike Riders/ Parent Pick-ups



\* Parent pick-ups are the students whose parents will pick them up from school grounds, however students will not be loaded into a car by a Miller staff member in the carpool line.

Walkers, bike riders, and parent pick-ups will be escorted by staff members out of the front doors after the FUSD buses have departed from the front driveway. Students will follow the staff members to their designated grade level area where they will be dismissed. Students will need to do one of the three “H’s” (handshake, high five, or hug) with the staff member on duty before leaving their designated area; this will ensure the staff member supervising ensure their safe departure. Bike riders will go to the bike racks, walk their bike to the crossing guard, and then proceed home. Parents, who have parked their cars in the street and/or are walking home with their child, can wait near their child’s grade level area. To ensure the safety of parents, as well as our students, please use the marked crosswalks when arriving and departing from the Miller campus. We ask that parents wait until their child is dismissed by the teacher using our “H” system before leaving so all students are accounted for at dismissal. Mrs. McGowan, our school assistant principal, is an administrative representative supervising this area.

### Car Rider Good Practices

- Drive slowly through the car line. Student safety is our number 1 priority.
- Please have your car line sign visible for staff to see please hang it on the rear view mirror.
  - You will see Mrs. Miller, our Principal, as well as Mrs. Young, our counselor directing traffic. Please watch for us to guide the traffic flow process.
- Older siblings will go to their younger siblings for pick up area for car rider dismissal. *For example, if the younger sibling is a 1<sup>st</sup> grader and the older sibling is a 3<sup>rd</sup> grader, the 3<sup>rd</sup> grader will be at the youngest siblings pick up location.*
- Please remain in your cars to pick up your child. A staff member will assist your child in getting into the car.
- The passing lane will not be utilized for loading students into cars, due to safety concerns.
- Please refrain from changing lanes unless guided by a staff member; as students will be loaded into their cars in the middle lane as well. Wait for one of the staff members assisting with directing the traffic to wave you on to proceed forward.



### K/1<sup>st</sup> Car Riders



Kindergarten and 1<sup>st</sup> grade car riders will be escorted to the back of the building near their POD area. Cars will enter the driveway on Cypress Hill Drive and use the passing lane to go past 4<sup>th</sup>/5<sup>th</sup> grade and 2<sup>nd</sup>/3<sup>rd</sup> grade pick up lanes. Once you pass the 2<sup>nd</sup>/3<sup>rd</sup> grade pick up a staff member will be there to assist cars with merging into the inside and middle lanes for pick up. Kinder and 1<sup>st</sup> grade students will be positioned outside

the back of their pod area. The passing lane will be used to direct traffic out of the car loop line. A staff member will be positioned in between the inside and middle lane to help stop and move traffic. Teachers will be stationed to help assist students getting into their cars. Please remain in your car. After your child(ren) are loaded into the car, **please turn on your hazard lights to indicate you are ready to exit**; this will let the staff members know when to begin moving the line forward.



## 2<sup>nd</sup>/3<sup>rd</sup> Car Riders



2<sup>nd</sup> and 3<sup>rd</sup> grade car riders will be escorted to the back of the building near their pod area. Cars will enter the driveway on Cypress Hill Drive and use the passing lane to drive past 4<sup>th</sup> and 5<sup>th</sup> grade pick up lanes. Once you pass the 4<sup>th</sup>/5<sup>th</sup> grade pick up area, a staff member will be there to assist cars with merging into the inside and middle lanes for pick up. Once your child is in your car, you will be directed to remain in your lane through the end of the 2<sup>nd</sup>/3<sup>rd</sup> grade pick up area. The passing lane

will have kindergarten-1<sup>st</sup> grade cars waiting to pull forward, so a staff member will stop that flow of traffic to allow the inside and middle lanes to move into the passing/exit lane and leave the car line. Please do not get out of your car. After your child(ren) are loaded into the car, **please turn on your hazard lights to indicate you are ready to exit**; this will let the staff members know when to begin moving the line forward.



## 4<sup>th</sup>/5<sup>th</sup> Car Riders



4<sup>th</sup> and 5<sup>th</sup> grade car riders will be escorted to the back of the building between pod 2 and pod 3. Cars will enter the driveway on Cypress Hill Drive and use the inside and middle lanes. Once your child is in your car, you will be directed to remain in your lane through the 2<sup>nd</sup>/3<sup>rd</sup> grade pick up area. The passing lane will have kindergarten-1<sup>st</sup> grade cars waiting to pull forward to their pick-up location, so a staff member will stop that flow at the 2<sup>nd</sup>/3<sup>rd</sup> grade area to allow the inside and middle lanes to

move into the passing/exit lane and leave the car line. Teachers will be stationed to assist students getting into their cars. Please remain in your car. After your child(ren) are loaded into the car, **please turn on your hazard lights to indicate you are ready to exit**; this will let the staff members know when to begin moving the line forward.

