



# Elementary Drop-off/Pick-up Procedures

## General Information

- All students who are car-riders are released from classrooms to the cafeteria.
- Students will be supervised in the cafeteria by a GLSD staff member(s), 3 staff members will be outside (one at each gate), 1 staff member will be the 'caller' who calls the name of each student as indicated by the sign in the car window.  
The caller will direct students to the correct gate.
- Staff members who are assigned to a gate will open the car door to allow students to enter or exit the vehicle.
- One GLSD staff member will be assigned to 'walkers.' Students who walk home should be sent to meet the person on duty at the front vestibule. The staff member and students will exit through the front entrance and walk down to the crossing guard. Once students have crossed and are on their way, the staff member is then released from duty. No students who walks home should leave the building from any other exit.
- Parents should display their child's first and last name in the right side of the windshield on a GLSD carpool tag. Carpool tags will be sent home during Open House or on the first day of school. Replacement tags can be requested by

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contacting Kim Bond at [bondk@glsd.k12.wi.us](mailto:bondk@glsd.k12.wi.us) or 920-294-6411. Please allow 24 hours for completion of the tag. Once prepared, tags can be picked up in the school office or sent home with the student..

- Students are not to be dropped off or picked up in locations other than the designated gates.
- Parents are not to park and bring their child into the building, unless they are late or picking up before 3:10. If a parent has business in the building, they should drop their child off using the carpool line procedures, park in the parking lot (high school side of the building or at the Federated Church,) and then come into the front office. **Parents of students in grades 4K and K can escort their child into the building for the first week of school only. Regular Drop-off procedures will apply beginning on September 10, 2018.**
- If students are late, parents should park in one of the parking lots and walk their child to the office to sign them in. Parents will not be permitted to walk students down to the classrooms. A GLSD staff member will escort late students to their classrooms, if necessary.
- During afternoon pick-up, vehicles should not begin to line up on North Street or Mill Street until 3:15. If arrival time is before 3:15, please park in a parking lot until 3:15 and then begin lining up.
  - Street parking is not permitted during drop-off and pick-up times.

## Morning Procedures

- Staff will be on duty daily to ensure safety and a smooth flow to the carpool line.
  - The building is unlocked at **7:30 AM**. Please do not drop children off to wait unattended outside.
- Pull forward to the farthest carpool station/gate to unload your child. This allows the use of the entire carpool lane for drop-off, making the process move more quickly and efficiently.
- Once your car comes to a complete stop wait for a GLSD staff member to open the door of your vehicle for your child to exit.
- Students are to exit vehicles from the passenger side only. Please do not allow your child to exit on the driver's side of the vehicle. Exiting into the traffic lane puts children at risk.
- At no time should students be dropped off on side streets, such as Mill Street,

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that surround our campus.

- Please adjust your schedule as needed to ensure that your child has adequate time to get from the drop-off area to class at least several minutes ahead of 8:00 AM to allow time for unpacking/getting settled.
- The Instructional Day begins at 8:00 AM. Parents arriving at 8:00 A.M. or later should park in the parking lot and walk their child to the office. Students arriving after 8:00 AM are considered tardy and need to be signed in by a parent or guardian in the main office before proceeding to class.

## Afternoon Procedures

- Staff will be on duty daily to ensure safety and a smooth flow to the carpool line
- All students are dismissed at 3:15 PM. Please display your carpool tag in the right side of the windshield so it is easily visible to staff. Drivers arriving without carpool tags must show a photo ID so our staff can verify that we have permission to release the student to that person, unless visually identified by GLSD staff.
- Students may only enter the vehicle on the passenger side. Please prepare your vehicle ahead of time. It is not safe to allow children to walk around a vehicle into the traffic lane to load on the driver's side.
- Pull forward to the farthest carpool station/gate to load your child. This allows the use of the entire carpool lane for pick-up, making the process move more quickly and efficiently.
- Once your car comes to a complete stop wait for a GLSD staff member to open the door of your vehicle for your child to enter the vehicle. Students are expected to buckle themselves in. If your child needs assistance buckling themselves in, please pull forward (without entering the main street), park, and then assist your child.
- At no time should students be picked up on side streets, such as Mill Street, that surround our campus.



August 27, 2018

Dear Parents,

We want to partner with you for the safety of your child and are deeply committed to the safety of everyone on our campus. While our primary goal is to focus on learning, efforts are ongoing to provide the safest learning environment possible for every child at Green Lake School.

As part of that effort we invited GLSD staff, parents, community members, and law enforcement to visit our campus for a School Safety Roundtable Discussion. A School Safety Committee was also developed to further investigate safety procedures and protocol. After the Roundtable Discussion and meetings with the School Safety Committee, it was determined that changes needed to be made to the elementary drop-off and pick-up procedures, school entrances, building access, School Resource Officer availability, and mental health training. We are diligently working to make these necessary changes.

We understand these changes can make school feel less personal to parents and the changes in procedures can be an inconvenience, especially for the first few weeks. However, we feel these changes are necessary in order to provide a safe environment for our kids. We will continue to work together to evaluate our policies and procedures in an effort to maintain the safest environment possible. We ask for understanding and patience during this time of transition.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you for your support!

Gina Baxter

Mill Street



NO Drop-off/Pick-up



NO Drop-off/Pick-up



NO Drop-off/Pick-up



NO Drop-off/Pick-up



NO Drop-off/Pick-up



North Street



Scott Street

