

## **Daily Procedures and Information**

### **Carpool Instructions and Queuing Lanes**

Student safety is very important to all of us, and it demands the attention of every driver and student at all times. Please familiarize yourself with the directed flow of traffic around the school, and obey all traffic signs and crossing guard instructions.

Please be a courteous and patient driver and communicate with your student prior to pick up where you plan to be so that you are not using your cell phone in the school zone.

Please follow these queue lane guidelines:

- The queue lane is the lane along the curb next to the building, and flows west on Cornell and northeast on St. Johns.
- Parking is along the curb farthest from the school, and the middle lane is for traffic flow ONLY. Use the queuing lane, or pull over to a legal curb, for your child to exit on the sidewalk side of the car. Cars in the middle lane must yield to cars trying to exit the queue lane.
- Enter the queue lane behind the last car in line. Do NOT cut into the queue lane.
- Pull forward as far as possible in the queue lane before dropping off or picking up your child. Be courteous and do not stop the traffic behind you.
- Display the color coded card issued by your teacher with your student's name, grade level, and teacher's name prominently on your window or dashboard. This will help the staff members who manage the carpool lines to load and move cars more quickly.
- Drop off and pick up students from the queue lane on the curb side ONLY, never the middle of the street.
- NO cell phone use is permitted in the school zone. Comply with posted traffic signs at all times.
- Please ALWAYS use the crosswalks to cross the street and never direct your student to cross the street at another location between traffic.

Queue Lane and Carpool Map

<https://goo.gl/ht17qo>



## Walkers and Bicyclists

Students and all pedestrians must obey the crossing guards, cross only at designated intersections, and observe bicycle safety rules. Bicycles must be parked in the racks provided and should have locks. The school is not responsible for bicycle damage or theft. Scooters, in-line skates, and skateboards, if ridden to school, may be stored in the lockers. The Town of Highland Park does not allow motorized scooters to be ridden on the streets or sidewalks, and they should not be ridden to school.

Safety is reviewed each year at the Bike Rodeo. For the safety of cyclists and pedestrians, bicycles should be walked, not ridden, while on the Armstrong campus, during arrival and dismissal. Scooters, in-line skates, and skateboards may not be ridden inside the school building at any time. Several Walk to School Days are planned throughout the school year and announced on the school calendar in cooperation with the Town of Highland Park Department of Public Safety to encourage families to walk to school when possible.

## Building Hours

### **Morning Entry**

Students may not enter the building before 7:30am except for scheduled tutorials or scheduled activities accompanied by a teacher. Parents should be advised that students arriving at school before 7:30am will be unsupervised outside the building.

Students and families may enter the building at the main entrance on Cornell or the cafeteria entrance on St. John's beginning at 7:30 am. The students should proceed to the cafeteria if arriving before 7:50 am. All students will be supervised in the cafeteria and must wait quietly and safely in the cafeteria until 7:50 am. Students will be dismissed by grade level from the cafeteria, beginning at 7:50 a.m. The door at St. John's and Byron will open at 7:50 am for students and parents to enter.

Teachers are on duty in the classrooms beginning at 7:50am, when students may enter the classroom. Morning announcements begin at 8:00am. All students are expected to be in their seats at that time, or they will be counted as tardy.

Parents and other visitors who accompany their students to the classroom are asked to depart by 8:05 am to minimize distraction to the academic environment. All school doors will be locked at 8:05am and will remain locked throughout the school day. Access is permitted through the front door on Cornell Avenue only. Student and staff safety and security is a top priority. ***All visitors are required to present identification and sign in at the front office and wear a visitor badge at all times while on campus.***

### **School Cancellation and Delayed Openings**

In the event of severe weather or other emergency conditions that result in school closing or delayed opening, the Highland Park ISD will post information on its website at [www.hpisd.org](http://www.hpisd.org). In addition, the district will attempt to communicate updated information through local media.

### **Class Schedules**

Grade Level	Class Begins	Dismissal
Kindergarten	8:00am	3:15pm
1st Grade	8:00am	3:15pm
2nd Grade	8:00am	3:15pm
3rd Grade	8:00am	3:15pm
4th Grade	8:00am	3:15pm

### **Dismissal Procedures**

Afternoon pick-up locations are designated as follows:

- **Kindergarten:** 3:05-3:25pm. Corner of Cornell and St. Johns, southwest corner of the school, **pickup on Cornell ONLY**
- **1st Grade:** 3:05-3:25pm. Corner of St. Johns and Byron, northeast corner of the school, **pickup on St. Johns**
- **2nd Grade:** 3:05-3:25pm. Corner of Cornell and St. Johns, southwest corner of the school, **pickup on Cornell ONLY**
- **3rd Grade:** 3:05-3:25pm. Corner of St. Johns and Byron, northeast corner of the school, **pickup on St. Johns; Walkers will be dismissed through the door on the Byron side.**
- **4th Grade:** 3:05-3:25pm. Corner of St. Johns and Byron, northeast corner of the school, **pickup on St. Johns; Walkers will be dismissed through the door on the Byron side.**

Older siblings will be dismissed with younger siblings. Parents should communicate their plan for pickup at dismissal with the teacher. Teachers will release students to parents or other guardians authorized for school pickup. Parents are responsible for supervision of students on school property, on the playground or athletic fields, after dismissal. Students who walk home from school should leave school property immediately after dismissal. Students who are not picked up within 10 minutes of dismissal time will be brought to the main office to make a phone call and wait there to be picked up.

Parents should communicate any changes in regular dismissal arrangements on a particular day prior to 2:00pm directly to the teacher, or after 2:00 pm directly to the main office to ensure that the teacher receives notification.

**Tips:**

- Have a rain plan. Traffic is heavier on these days.
- Consider parking a block or two away from prime drop off and pick up spots and walking to dismissal locations to pick up your student. Drexel along the east side of the creek is rarely crowded, and the bridge across the creek is a convenient walk.
- Carpooling reduces the number of cars in the queue lanes, which is very helpful. Please consider carpooling if you are not already.