

Butler Elementary

Parking Lot and Loading/Unloading Procedures

Adults are setting lifelong examples for the children at Butler Elementary. Sometimes we tend to take risks that could endanger our kids, *especially if we are running behind schedule*. For the safety and well-being of all students; families and students are to adhere to the following:

1. **Students must always use the crosswalk. They should not walk unaccompanied anywhere else in the parking lot.**
2. All students, families and adults should **follow the directions** of the crossing guards, student safety patrol, and staff.
3. All students, families and adults should **obey traffic signs**.
4. **DO NOT TALK OR TEXT ON CELL PHONES! CHILDRENS LIVES ARE DEPENDING UPON YOUR CAUTION AND ATTENTIVENESS!**
5. In the pick-up and drop-off lane, **drivers must remain *in the car***. All students should enter or exit the vehicle at the curbside, in the unloading/loading zone. No vehicle doors should open on the driver's side of the vehicle.
6. If a child is not able to get out of the vehicle by his/herself, the driver must park in a marked stall and walk the child through the crosswalk to the sidewalk.
7. Bicycles, skates, blades, scooters, etc, must be **walked** on all school property.
8. Please pull forward as far as possible along the curb all the way to south end of the pick-up / drop-off zone.
9. When waiting to pick up students after school, please pull all the way forward. *There should not be gaps between cars.*
10. Please make sure that your children are **ready to exit the car before** they come to the unloading area. There should be no delay in exiting the vehicle once the car comes to a stop.
11. Children are only allowed to enter/exit a vehicle along the marked/indicated loading zone.



Pick-up & Drop-off Procedures



← Through-lane: No Stopping

Drop-off/Pick-up Zone

Please remember, all children must be accompanied by an adult in the parking lot.

We ask that you please be courteous and follow directions of school staff and safety patrol. Our number one concern is student safety. The life of a single child is worth the ten minutes it might take to follow the rules and wait patiently for your turn. Thank you!



Building and Grounds Security

Securing the Building

REMEMBER: ALL VOLUNTEERS MUST BE SCREENED ANNUALLY! *For the safety of our students, ALL visitors must sign in at the office and wear a Visitors Badge.* Unidentified visitors are not allowed on campus (In the building or on the playground). Older siblings in middle school and high are not allowed in the building without express written consent and prior arrangements by phone or email with licensed staff.

During the 2017-18 school year, our school safety committee evaluated opportunities to improve security for all students and employees. As a result of this survey we have decided that all outside doors will be locked at all times, including in the morning immediately before school starts. *Previously, the grade level doors have been locked at all times except for approximately 5 minutes following the tardy bell.* This will no longer be the case. Any student that does not enter with their teacher and the rest of the class will need to go around to the front of the building and enter through the office.

Only students should enter the building through the grade-level doors at the back of the school. **As always, all adults must check in at the office before entering the halls or classrooms.** Adults may not enter the school through any of the back doors. This includes when bringing a birthday treat in the morning. This also includes in-days when students are invited to wait in the vestibules outside their classrooms.

Thank you in advance for helping us keep the school safe. As is often the case (think airports), increasing safety can have a negative effect on convenience. It is one of the unfortunate sacrifices of modern times.

Securing the Grounds After School

Please help us to keep our students safe! In order to maintain positive control and awareness of all adult visitors to campus, we ask that parents do not gather on the playground before the dismissal bell rings at 3:00. Please understand that the playground is an extension of the classroom and the building. It is just as important that we control access during school hours the same way we do in the building. Controlling access to the playground as well as the building helps us keep all students safe. Keep in mind that virtually every school has students with special safety needs related to custody issues or restraining orders. We do our best to protect students in those difficult circumstances.

We often have recess on the playground right up to the final bell so we do not allow preschoolers on the playground and equipment during school hours. Having preschoolers on the playground at the same time as big kids is also a safety hazard. Remember to wait in front of the school until after the dismissal rings at 3:00. I also want to request that you be courteous and understanding of all staff and faculty members if they direct you to follow any of our school rules, policies or procedures. We are all setting an example for the children. Thank you for understanding our position and supporting our efforts to keep everyone safe!