



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE PRINCIPAL  
ROBINSON BARRACKS  
ELEMENTARY/MIDDLE SCHOOL  
UNIT 30401  
APO AE 09107**



## **MEMORANDUM**

### **SUBJECT: Morning Drop Off and Afternoon Departure Procedures**

The following procedures outline morning drop off and afternoon departure procedures. It is important that they are followed in order to better control auto, bus and student traffic flow. There is a tremendous safety hazard at the beginning and ending of each day with students and parents walking into the main parking lot amongst cars and buses. For this reason we are not allowing pedestrian traffic to enter the main parking lot from 7:40 – 8:10 AM and from 2:15 - 2:45 PM outside of the green walking zone. Parents please talk with your children about this approach to school. We appreciate your support with these important safety practices.

#### **1. Definitions**

*Sidewalk:* a designated paved path for walking

*Green Zone:* the designated walking path for all pedestrians denoted by green concrete barriers constructed along the perimeter of the school parking lot.

*Crosswalk:* a designated area for crossing the street, marked by white stripes

*Meadow Path:* the sidewalk in the middle of the field that leads to the front gate of the base

*Sloped Road:* road along the school fence line where afternoon buses park; used by bicycle riders to enter and exit the Large Gate

*Large Gate:* gate by sloped road; used by bike riders, some walkers, and K & 5<sup>th</sup> graders

*Small Walking Gate:* gate located at the end of the crosswalk going across the sloped road

#### **2. General Information**

1. Parents should not bring their students until 07:50 a.m. Doors will be locked until the bell rings; at that time students will be allowed in the building. In case of inclement weather (rain, temperature), the cafeteria will be open for students waiting for the entrance bell. Elementary students will report directly to their classrooms and middle school students will report to their first period classes.
2. Kindergarteners need to be escorted by their parents, or a sibling (in sixth grade or higher) to school and their classrooms.

#### **3. Morning Procedures and Parent Drop Off**

##### **Students Who Walk to School**

1. Students and parents will use the sidewalk paralleling the CX while walking to school. This sidewalk dead ends at the top of the parking lot entrance into a protected walking area (Green Zone). Students and parents will continue to through the Green Walking Zone of concrete barriers towards the school where all will use the cross walks entering the Small Walking Gate into the school compound.

2. Walkers are not allowed to be in the parking lot at any time.
3. Walkers may not cross at the entrance to the school parking lot (top or bottom) due to bus and car traffic.
4. Bicycle riders will cross at the crosswalk in front of building 154 to the Meadow Path (the sidewalk in the middle of the field that leads to the front gate of the base) and follow the Meadow Path past the Guard Shack.
5. Bicycle riders will cross at the crosswalk at the Guard Shack and continue to walk across the next crosswalk in front of the gym and proceed up the sidewalk to the sloped road leading to the Large Gate and small walking gate. All bicycle riders will enter the school at that Large Gate or small walking gate located near the top of the sloped hill.
6. The only crosswalks bicycle riders should use are the one in front of Building 154, the one in front of the Guard Shack and the one in front of the Gym.
7. Students who ride their bikes, may use the bike racks in front of the CYS Building. Bikes are not allowed on school property. Students should walk their bikes from the Guard shack to the bike racks.

### **Morning Drop Off for Students Who Ride the School Bus**

1. The busses will drive into the parking lot and pull into the bus lane, marked by yellow concrete barriers.
2. Students will unload and enter the building through their designated gates. The Large Gate is for Kindergarten, and fifth grade students. The Small Gate at the end of the crosswalk is for first and fourth graders and all Middle School students.

### **Morning Drop Off for Students Who are Driven to School**

1. If parents drive their students to drop them off, they should drive into the parking lot and proceed to the designated "Parents, Drop Off" zone along the Green Zone Barricades on the side of the tennis courts.
2. Students will exit the vehicle from the right and enter the Green Zone in the designated gaps and join the other walkers.
3. Students will enter the building via the Small walking gate.
4. Students in grade 5 who are dropped off at the Parent Drop-Off may enter the school through the front doors.
5. If parents walk their students into the school, they should park in a designated parking space and walk along the large crosswalk in the parking lot, until they reach the sidewalk. Follow the sidewalk to the crosswalk and enter the appropriate gate. The Large Gate is for Kindergarten and fifth grade students. The Small Gate at the end of the crosswalk is for first through fourth graders and all Middle School students.
6. Parents and students should never walk between parked cars to the crosswalk to enter the school.
7. Students should never be in the parking lot without a parent.

## **4. Afternoon Departure Procedures**

The dismissal bell rings at 2:25 p.m. for the elementary school and at 2:30 p.m. for the middle school. Kindergarteners are dismissed from their classrooms at 2:20. Parents of Kindergarten students need to pick their child up in the classroom.

### **Afternoon Departure From School for Students Who Walk to School**

1. Students will exit the building through their designated exit. The Large Gate is for Kindergarten and fifth grade students. The Small Gate is for first through fourth graders and all Middle School students.
2. Students will use the sidewalk in front of the Small Gate and cross in the crosswalk in front of the parking lot to enter the Green Walking Zone.
3. Students and parents will walk via the Green Walking Zone to the end of the parking lot and proceed onto the sidewalk that parallels the CX hill. Students are expected to depart school grounds unless there is a valid reason to remain at school.
4. Walkers may not cross at the entrance of the school parking lot (top or bottom), due to bus and car traffic.
5. Walkers are not allowed to be in the parking lot at any time.

### **Afternoon Departure From School for Students Who Ride School Buses**

1. Students will exit the building through their designated exit. The Large Gate is for Kindergarten and fifth grade students. The Small Gate is for first through fourth grades and all Middle School students.
2. Students will locate and enter their designated buses, which are parked along the right side of the parking lot and along the sloped road running along the school fence line.
3. Students may only use the designated crosswalk, sidewalk and the sloped road where some buses park to enter their bus.
4. Students may not climb on grassy areas to get to their bus.
5. Students are expected to depart school grounds unless there is a valid reason to remain at school.
6. Students are not allowed in the parking lot at any time.

### **Afternoon Departure From School for Students Who Ride the Duty Bus**

1. The 2:45 PM Duty Bus has a limited number of seats and requires any student riding the bus at this time to have a special Duty Bus Pass. The Duty Bus Pass is only issued by the School Liaison Officer (SLO). Parents must contact the SLO to receive a Duty Bus Pass.
2. The location for the Duty Bus Pick-up nearest to RBEMS is located in the CX parking lot.
3. Students with a valid Duty Bus Pass must use the Green Walking Zone and the sidewalk near the hill on the CX side of the road when leaving school.

### **Afternoon Departure From School for Students Who are Picked Up**

1. If parents are picking up their child(ren), they should park in a designated parking space and walk along the large crosswalk in the parking lot until they reach the sidewalk or Green Walking Zone. Follow the sidewalk to the crosswalk and enter the appropriate gate. The Large Gate is for Kindergarten and fifth grade students. The Small Gate at the end of the crosswalk is for first through fourth graders and all Middle School students.
2. Students may meet their parents in the lobby of the school building, around the flagpole in front of the building or near their designated gate.
3. Parents should make sure that their students know when and where to meet them.
4. Students should never be in the parking lot without a parent.

### **Consequences for failure to abide by the RBEMS Parking Lot Safety Procedures**

1 <sup>st</sup> Offense	Verbal Warning	4 <sup>th</sup> Offense	1-Hr After School Detention
2 <sup>nd</sup> Offense	Administrative notification to parents	5 <sup>th</sup> Offense	Work Detail
3 <sup>rd</sup> Offense	30-minute After School Detention	6 <sup>th</sup> Offense	Parents pick-up student after school