

## **New Story Schools of Ohio 2024-2025 Transportation Drop-Off and Pick-Up Times**

### **Purpose**

To ensure the safety and well-being of special needs students during drop-off and pick-up times while maintaining an orderly and efficient process. This policy outlines the expectations for parents/guardians and staff to facilitate a smooth transition for students.

### **Scope**

This policy applies to all students, their parents/guardians, their private transportation companies' staff, their school district transportation staff and school staff involved in the drop-off and pick-up process.

### **Drop-Off Procedure**

#### **1. Designated Drop-Off Time:**

- Drop-off time is between 8:15am and 8:30am each morning. \*Times may vary by location. Please verify with your specific school of attendance.
- Parents/guardians are expected to arrive within this time frame to avoid disruptions.

#### **2. Designated Drop-Off Area:**

- Parents/guardians must drop off their children at the designated area as specified for their student's location.
- The designated area is clearly marked and supervised by staff members.

#### **3. Parent/Guardian Responsibilities:**

- Parents/guardians must remain with their child until a staff member has officially taken charge.
- Parents/guardians should not enter the school building unless it is necessary and authorized.
- Parents/guardians should remain in their cars or designated area.
- Parents/guardians should follow the instruction of staff if requested to move to a different location. This is for the safety of parents/guardians, students and staff.

#### **4. Staff Responsibilities:**

- Staff members will be present in the designated drop-off area to receive and assist students.
- Staff will ensure that students are safely escorted from the drop-off area to their classrooms.

### **Pick-Up Procedure**

#### **1. Designated Pick-Up Time:**

- Pick-up time is 2:30pm for transportation students and 2:40 for car riders each afternoon. \*Times may vary by location. Please verify with your specific school of attendance.
- Parents/guardians are expected to arrive within this time frame to avoid disruptions.

## **2. Designated Pick-Up Area:**

- Parents/guardians must pick up their children from the designated area.
- The designated area is clearly marked and supervised by staff members.

## **3. Parent/Guardian Responsibilities:**

- Parents/guardians must remain with their child until a staff member has officially taken charge.
- Parents/guardians should not enter the school building unless it is necessary and authorized.
- Parents/guardians should remain in their cars or designated area.
- Parents/guardians should follow the instruction of staff if requested to move to a different location. This is for the safety of parents/guardians, students and staff.

## **4. Staff Responsibilities:**

- Staff members will be present in the designated pick-up area to assist with the dismissal process.
- Staff will ensure that students are safely escorted from their classrooms to the pick-up area.

## **Special Considerations**

### **1. Communication:**

- Parents/guardians must communicate any changes in the drop-off or pick-up routine to the school in advance.
- Emergency contact information must be up-to-date and readily available.

### **2. Safety Measures:**

- The school will implement additional safety measures, such as identification checks, to ensure that students are released to authorized individuals only.
- Any safety concerns or incidents must be reported immediately to school administration.

## **Compliance**

Failure to comply with this policy may result in:

- Discussions with school administration to address the issue.
- Temporary restrictions on drop-off or pick-up privileges.
- In severe cases, involvement of local authorities to ensure student safety.

**Review and Updates**

This policy will be reviewed annually and updated as needed to ensure it remains effective and responsive to the needs of the school community.