

New Story Schools of Ohio 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 8:00am and 8:15am 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 2:45pm for transportation students and 3:00 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.