



Sun Prairie Area
School District

Futures depend on us...every child, every day.

General Traffic Safety Information for the Sun Prairie Area School District

Parents/guardians and students, please review this information to help everyone be safe when traveling between home and school. Thank you!

Students who WALK to and from School

- **BE SAFE!**
- Be sure your parents/guardians know the way (route) you are using to travel between home and school.
 - Use the route that your parents/guardians know.
 - DO NOT get into a car with people your parents/guardians do not know.
- It is always best to walk with your sisters, brothers, and friends to/from school.
- Stay on the sidewalk/walkway.
- Always use crosswalks to cross streets.
- Always stop, look, and listen when crossing streets.
- Cross when the crossing guard tells you to cross, or cross when the traffic light tells you to walk, or cross when there are no cars or trucks in the crosswalk.
- When you arrive at school, go to the area designated at your school.

Students who BIKE to and from School

- **BE SAFE!**
- **ALWAYS** wear a helmet when biking.
 - Helmets can be stored in cubbies, lockers, or classrooms.
- Be sure your parents/guardians know the way (route) you are using to bike between home and school.
 - Use the route that your parents/guardians know.
- It is always best to bike with your sisters, brothers, and friends to/from school.
- If possible, and if it is safe, bike on the sidewalk, walkway, or the bike path.
- If you are riding on a street, ride in the same direction as the cars and use hand signals when you are turning.
 - Be careful when you are near people who are walking. Bike riders must yield to walkers and should speak loudly and warn the other person when coming up behind a walker or other biker.
 - In Sun Prairie, you may ride a bicycle on any public sidewalks except
 - the 100 through 300 blocks of East Main Street, the 100 block of West Main Street, and the 100 block of Market Street.
- Always obey all traffic signs.
- Always use crosswalks to cross streets.
- Always stop, look, and listen when crossing streets.
- Get off your bike, and walk your bike to cross when the crossing guard tells you to cross, or cross when the traffic light tells you to walk, or cross when there are no cars or trucks in the crosswalk.
- When you arrive at school, get off your bike and WALK your bike to the bike racks at each building.
 - Do NOT ride your bike on the playground or in parking areas.
- Bikes should be parked and locked in bike racks. Do NOT leave your bike unlocked
- Students should enter the school through the designated entries.

Students who are DRIVEN to and from School

- Drivers - always yield to walkers and bike riders.
- **BE SAFE!**
- Whenever possible, we encourage children walk or ride their bikes - it is good exercise.
- Drivers should always yield to students who walk or bike to school.
- Drivers should obey all signage and instructions from school staff.
- The drop off/pick up area is located on the side of the building off of St. Albert Drive.
 - The staff/visitor parking area is NOT to be used for student drop off/pick up.
- Drivers who are dropping off/picking up students should use only the designated drop off and pick up areas.
 - Do NOT enter the bus drop off/pick up areas.
- Drivers should proceed in a single file line in the designated student drop off and pick up area.
 - Drivers should pull all the way up to allow other vehicles to pull up safely. Do not stop and cause traffic to back up.
 - Do NOT park or leave vehicles unattended in the student drop off/pick up area.
- Students should exit the car to the sidewalk/curb side (not into traffic).
- Students should NOT walk into the parking lot without an adult walking with them.

Students who RIDE the BUS or Taxi to and from School

- **BE SAFE!**
- We appreciate parents/guardians walking their children to the bus stop near their home and waiting for the bus to arrive. We also appreciate parents/guardians waiting for their children at the bus stop when they return home at the end of the school day.
- Students must follow all bus rules and be respectful and responsible at all times.
- Students must be seated when the bus is moving.
 - Students must wait until the bus driver or assistants direct them to get off the bus at the stop.
- Students must follow all directions of the bus driver and assistants.
- Students need to use indoor, quiet voices when visiting on the bus (no yelling).
- When students arrive at school on the bus, they must exit the bus in a single file line and enter at the designated entry.
- When students arrive at school on a daycare van, they must exit in a single file line and enter at the designated entry.
- When students arrive at school in a taxi, they must exit and enter at the designated entry.
- When students leave the school at the end of the day, they should exit through the designated exit.
- Students must line up in single file to get on the bus in a safe manner.

Students Dropped off after school starts or Picked up before School ends

- Drivers - always yield to walkers and bike riders.
- Drivers and students should be cautious when entering/exiting the parking area.
- Students arriving late or leaving early must always be walked in/out of school and parent/guardian must sign student in/out with the staff in the main office.
 - Visitors must follow the visitor entry policies for the Sun Prairie Area School District.
- Parents/guardians should notify the staff in the school office if their child will be arriving late or leaving early.
 - A phone call or email prior to the late arrival or early departure works best. Each building will provide the phone number and email for the attendance monitor.
- Drivers should park in the visitor parking area when bringing a student to school after the school day has started.
 - Please ensure students walk safely from the parking area to the school.
- Students arriving late must come to the main office and check in with the office staff.

- Parents/guardians must come into school with their students and sign them in with office staff.
- Elementary students who need to leave before the end of the school day must meet their parents/guardians in the office to be signed out with office staff before student may leave the school.
- Middle, upper middle, and secondary students who need to leave before the end of the school day must sign out in the office before departing.
- Drivers should park in the visitor parking area to pick up a student who is leaving before the end of the school day.
 - Parents/guardians must come into the office to meet and sign their elementary child out if departing before the end of the day.
- If someone other than the parent/guardian or regular pick-up person will be picking a student up, please be sure to let the staff in the main office know of the change. We want to keep our students safe.

General Safety “Travel Tips” for Adults and Students

Adults

- Don't text or talk on your phone while driving.
- Watch out for potential danger spots. Be alert for “hot spots” like school zones and areas near bus stops and bike lanes.
- Yield to school buses. Don't try to overtake the bus. If the bus has a flashing, alternating red light, you are legally required to stop and wait for the light to be turned off.
- Expect the unexpected. Children can dart out unexpectedly.
- Follow the speed limit, yield to crossing guards, and be vigilant.
- Allow for extra travel time. School areas are congested so allow for more time to get where you're going. The extra time will help you avoid frustration and accidents.

Children

- Exercise crosswalk safety. Cross streets only at crosswalks or stoplights. Always look both ways before crossing.
- Use the buddy system. Parents/guardians should have the contact information of your walking buddy and know the walking route.
- If children are under 10 years of age, an adult chaperone is a good idea.
- Avoid danger zones. Do not walk or ride bikes behind school buses or other vehicles.
- Practice school bus safety. Be careful when entering and exiting the bus to avoid cars in the area.
- Wear bike safety equipment. Wear helmets, light-colored clothing, and reflective devices.

Please see the specific traffic safety information for your home school.

Thank you for helping to make our district safe and welcoming to all.

The Sun Prairie Area School District works with the Sun Prairie Police Department and other Community Agencies to support a culture of safety.