

4. ARRIVAL & DEPARTURE PROCEDURES

The school building opens Monday-Friday at 7:30am. Dismissal begins at 3:00pm for PK – 8th and ends at 3:30 pm. The After School Program ends at 5:30pm, at which time the main entrance of the building closes. Entry and exit of the school building for events after 5:30pm will usually be through the Olive Tree Building entrance on the back side of the school.

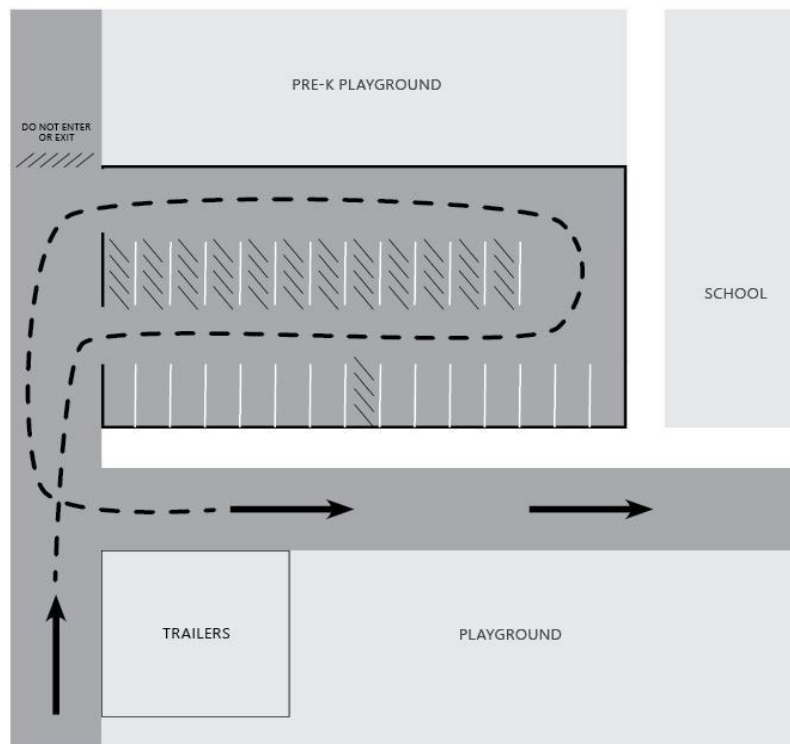
- An adult-to-adult transfer is required when dropping off and picking up students unless parents have given explicit permission to school for children to walk home at dismissal (please see below); biking is not permitted without a parent.
- Visitors Parking – No parking is allowed in the fire lanes and visitors are asked to park in the lower school lot where the “Visitor’s Parking” signs are displayed.
- Safety at ICS is important to us. As North Carolina law states, “Children younger than age 8 and who weigh less than 80 pounds must be properly secured in a child restraint or booster seat. Children less than age 5 and less than 40 pounds must be in the rear seat if the vehicle has an active passenger-side front air bag and a rear seat.” Please see the link below for further details regarding car seats and boosters. <https://www.buckleupnc.org/choosing-using/>
- STUDENT WALKERS:
 - GRADE-Level: students must be in middle school (6th-8th grade) to be allowed to walk home from school; siblings of middle school students will not be permitted to accompany MS students.
 - DISTANCE: families must live within a 2-mile radius of school
 - PERMISSION and WAIVER: families must fill out a waiver and submit to front office in order for students to walk home (waiver on ICS Website). This must be done yearly.
 - COMMUNICATION: Parents must communicate weekly walking schedule to DOS and front office by the first day of the week no later than 9 am to ensure safety and clear plan at dismissal time. If there is a change at any point in the week, an email must be sent to DOS, Homeroom teacher and front office before 2 pm on the day of the change.

Morning Carline Procedures

From 7:30-8:00am, traffic forms two lanes in a one-way flow (see diagram on page 9). All cars should turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and then proceed towards the school.

Pre-K Families

Enter car line from Buchanan Boulevard and continue straight toward the church. Turn right into the first entrance of the small lot near the Pre-K playground. Parents should stop in front of the PreK doors and allow teachers to assist students to exit the vehicle. Students will then enter the classroom with teachers. After drop-off, exit the parking lot (one-way) and return to the car line to exit onto Buchanan. Only Pre-K families may use this lot during morning car line (7:30-8:00am). After 8:00am, this lot is for student recess.



K-8 Families

Bear right onto Burch Avenue (in front of the school) to drop off students. No vehicles should enter or exit campus using the Chapel Hill Street church entrance. Drivers dropping off *K – 2nd grade* students must use the lane closest to the school (school side). All other grades can use either lane (school side or playground side). Drivers should pull up to the designated drop-off area in front of the school where staff help students exit from cars. All cars in the Burch Avenue straight-away should empty at the first opportunity. Please do not wait to pull closer as this causes unnecessary delays. Students should remain seated until the care comes to a complete stop, at which time they should be ready to exit. Students should be ready, with coats on, backpacks zipped, etc. Drivers should remain in the car and not delay the car line by carrying on conversations with others, etc. Students riding in the back seat of a vehicle should be buckled until it is time for them to exit from the driver's side. Safety is key. Students should walk and once dropped off, students should immediately proceed through

the front doors to assigned classrooms or homerooms. **Pre-K to 5th arrival is from 7:30am to 8:00am and Middle School arrival is from 7:30am to 7:45am.**

Afternoon Carline Procedures

From 2:30pm until car line ends at 3:30pm, traffic forms *two lanes* in a one-way flow. Drivers picking up *Pre-K – 2nd grade* students must use the lane closest to the school (school side). All other grades can use either lane (school side or playground side).

Vehicles turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and bear right onto Burch Avenue (in front of the school). No vehicles should enter or exit the campus using the Chapel Hill Street church entrance.

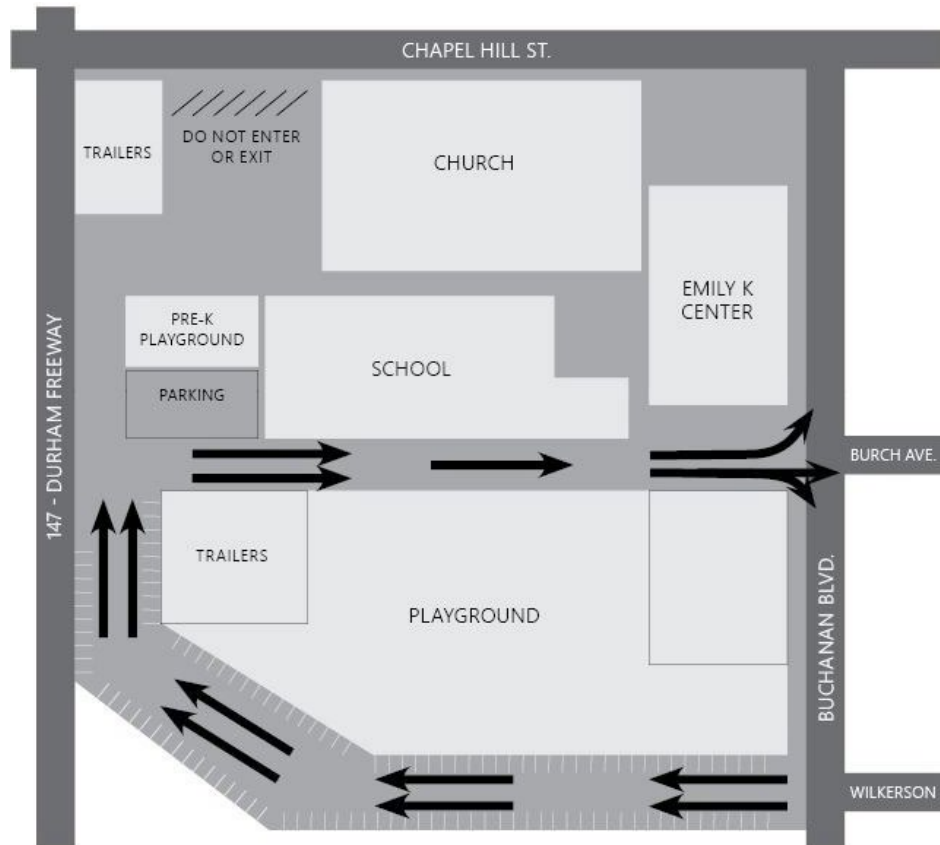
For pick-up this year, we will be utilizing SchoolPass. SchoolPass is an online tool designed to enable you to: report absences for your child, set up a transportation plan for your child, manage and report arrival and dismissal changes to the school, automatically notify the correct staff, teachers, and other parents when changes are reported, self-manage authorized driver lists, and help the school prepare for an organized and timely dismissal process.

All cars should have either Immaculata pick-up signs or SchoolPass QR codes displayed prominently in the windshield indicating the first and last name and grade of each student being picked up. Staff will radio and utilize SchoolPass to designated dismissal areas in the school for the students listed. Unfamiliar drivers will be asked to pull over and go to the front office for verification of transport authorization.

Students should enter their cars, secure their items, and fasten seatbelts in a timely and safe manner. Several cars will be loading and dismissing at any given time.

Traffic directors will let drivers know when to move forward in the car line and when it is clear to exit the campus. A thumbs-up signal from a driver to the traffic director in front of the school indicates the car is ready to exit. Thumbs down indicates a car is still awaiting student. Safety Note: Please utilize the crosswalk to cross through car line. No one (especially students) should ever cross through car line.

Morning and Afternoon Carline



Morning & Afternoon Walking Parent Drop-off/Pick-up

Others wanting to walk students up to the school building before 8am should park in the lower parking lot by the playground. If you must park on a street near campus, please do so courteously and do not block driveways—if you do so, your car may be towed. *Do not use the church parking lot.*

Adults walking students in Grades K-8 should drop them off in the front of school in order to maintain security protocols in the school building and keep our student population safe. Parents may not drop off students on Buchanan Boulevard.

Adults and/or parents will not be allowed in the building without an appointment and sign-in procedure through the front office. If you need to conference with a teacher or other staff member, an appointment is required.

If walking to pick up a student at the end of the day, join the line designated for walkers on lower field. An employee will call for students to be dismissed. Do not enter the building during dismissal. In order to ensure safe dismissal of all students, the hallways and dismissal areas should not be disrupted.

The length of Burch Avenue in front of the school is closed to traffic from 8:00am- 2:30pm and from 3:35-5:30pm on school days. To drop off or pick up students during these hours, park in the Visitor Lot and come to the front office. Do not park in front of traffic cones which compromises safety by blocking the fire lane. Immaculata reserves the right to tow as blocking the cones compromises the safety of the entire ICS community.

Tardiness

To gain full benefit from the educational program, students need to arrive on time. Tardy arrivals disrupt the classroom and put the late arriving students in a disorganized place to start the day. Repeated tardiness will result in the need for a parent conference to address the issue.

Instruction begins for students in Pre-K through Grade 5 at 8:00am. Middle School instruction begins at 7:45am. If the bell rings and a student is not in the classroom, that student is tardy.

Students arriving after car line has closed at 8:00am—regardless of the reason—must come to the front office accompanied by an adult to sign them in.

All late arriving students must get a tardy pass from the front office for safety and attendance recording reasons. Tardy students should never go directly to class.

Early Dismissal for an Appointment

If a student needs to be picked up before the end of the school day, his/her teacher should be notified. Students must be signed out in the front office by an authorized adult. The school secretary will call the student to the office. No one should ever go directly to a classroom to pick up a student. If a student returns before the end of the school day, they must come to the school office with an adult to sign them back into the school. No student is to use personal cell phone to call home.

Unexpected Early Dismissal

If a student needs to go home because of illness or for some other reason that develops during school hours, the school nurse or secretary will call the parents. Parents should either pick up the student themselves or send an authorized person in their place. The parent-designate must be listed on the family's Transportation Authorization list or bear a note from the parent. Designates can expect school staff to ask to see identification.