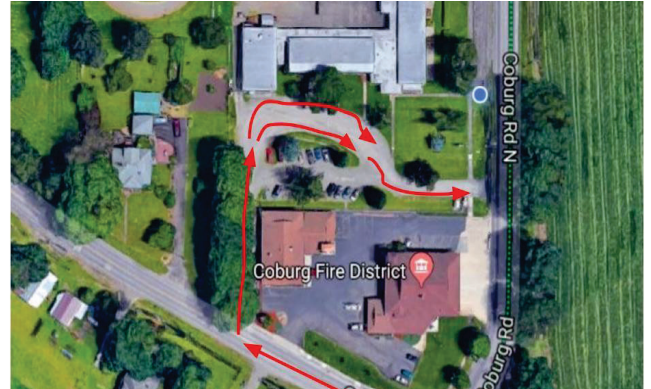


G. DROP-OFF AND PICK-UP PROCEDURE

In order to make student drop-off and pick-up as safe and efficient as possible, please observe the following expectations:

Drop Off

- The school building and office opens at 8:00 a.m. All classes begin promptly at 8:10 a.m.
- We do not offer before school care. You may bring your student to the cafeteria starting at 7:45 a.m. where they are welcome to wait until 8:00 a.m. A staff member supervises the cafeteria during this time period.
- At 8:00 students can enter from the south or front doors.
 - Students getting dropped off in the car line should enter the south doors.
 - Students whose parents park to drop them off up front, or parents who park and walk their child to class, must park in the front and enter through the front doors.
 - **All students should be in classrooms and ready to learn at 8:10**
 - **All family members should be out of the building by 8:10 so the day can start without distraction**



Dismissal

School is dismissed at the following times:

<u>Dismissal</u>	<u>Mon-Thurs.</u>	<u>Friday</u>
K-2nd	3:05 p.m.	11:45 a.m.
3rd-8th	3:15 p.m.	12:00 p.m.

- Students must be picked up within 15 minutes of dismissal time.
- Parents of KG-2nd grade students please park and pick up your child(ren) at the exterior classroom door. Because classes are in session for remaining students, we ask that you not enter the building unless you have school business during this time.
** K-2 students with siblings in grades 3-8 will join their oldest sibling in their classroom.

Parking: Parking for KG-2nd grade parents is directly in front of the school. Staff parks in the gravel area south of the building closest to the fire station or at the north side of the building near the gym. Grades 3-8 are asked to follow the car pick-up line procedures at the south end of the school unless you have school business during this time which requires you to enter the building.

Car Line Policy:

- Use the driveway at the south end of the building (see diagram above).
- **PLEASE DO NOT PARK IN THE DRIVEWAY OR LEAVE YOUR CAR UNATTENDED.**
- Pull forward as far as you can and continue to move forward as the line moves.
- Students will be dismissed by their teachers as the car line moves forward.
- **The center car lane is an exit line only once parents have their child.**

SAFETY

The pick-up and drop-off time can be the most stressful 10 minutes of the day.

Nothing we do is more important than keeping ALL our kids safe.

Please ensure you are overcautious and focused on student safety during this time.

Cell phone use is prohibited in the car line. Your full attention is required to move through the car line safely and quickly.

*Follow the directions of the traffic monitors and **WATCH FOR CHILDREN WHO ARE CROSSING AND LOADING INTO VEHICLES as you move through the driveway.***

*If you choose to park and walk your child to the designated entry doors, please plan to park in front of the building and not in the drive-through area. *

H. FIELD TRIPS

Coburg Community Charter School recognizes the importance of out-of-classroom experiences for students. "Field trip" is defined as a journey or excursion away from school grounds involving one or more persons that is organized and/or sponsored by the school or by an authorized employee of the school for curricular relevance.

Field trips are directly related to the curriculum and they are considered instructional hours used for credit towards required instructional hours. Field trip days are considered school days. Should your child need to be absent from a field trip, please advise the office as you would on a regular school day. Students who remain on campus will be assigned appropriate work for the day and an appropriate classroom or office placement by the regular classroom teacher. Students who choose not to participate in field trips or off campus activities are expected to attend school with a teacher-assigned alternate placement and work activities.

Written permission is necessary for any student to participate in a field trip. This permission can be provided for all field trips as a "blanket agreement" on the Enrollment Form. The exception would be overnight trips, field trips that extend beyond the normal school day, and field trips where students will be riding in a private vehicle. Students who do not have a properly signed permission on the Enrollment Form or on a permission notice will not be allowed to go on the trip. Teachers may provide specific instructions on dress for the comfort and safety of the students.

When a bus is chartered, all students must ride on the bus or with their own parent/guardian. Non CCCS students will not be allowed to ride on a chartered bus.

If a private passenger vehicle is used, then the following will apply:

- The driver must be 21 years of age or older.
- The driver must have a valid driver's license and proof of current insurance.