

School Pick-Up & Drop-Off @ the Flag Pole

If car pool is not convenient for your family, you may park in the parking lot and walk across the crosswalk to drop off or pick up your child.

Dropping Off: PLEASE do not send your child across the car pool lane by themselves.

Picking Up: Park and walk across at the crosswalk and find a school employee and tell them the name of your child. The name will be radioed to the office and your child called out to the flag pole. Then walk with your child across the crosswalk to your car.

This is often a good option if your child cannot get into your car by themselves, a seat on the passenger side of your car is not available or they cannot get their seat belt secured by themselves.

To pick up your child after school, please use the carpool lane and remain in your vehicle. Office pick-up is only for students who must leave before 2:30 pm.

If all families will follow the guidelines below, we can complete student pick up within 10 minutes of dismissal time.

- Place a printed name sign in your vehicle where it is easily visible to school staff.
- Use the carpool lane and remain in your vehicle. If you need to come into the school, please park your car in the parking lot and then come into the office. Do not park your vehicle in the bus loop.
- When the carpool attendant sees your vehicle and the family name, we will deliver your child to your vehicle.
- Please remain in your vehicle. If your student needs help getting into your car or buckling up, please use the parking lot.

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School Pick-Off

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- Place a printed name sign in your vehicle where it is easily visible to school staff.
- Use the carpool lane and remain in your vehicle. If you need to come into the school, please park your car in the parking lot and then come into the office. Do not park your vehicle in the carpool or bus lane.
- When the carpool duty sees your vehicle and the family name, we will call your child to your vehicle.
- Please remain in your vehicle. If your student needs help getting into your car or buckling up, please use the parking lot.

TRANSPORTATION

Monticello provides school bus transportation to and from safe centrally located stops along bus routes, not door-to-door. Parents drop off and pickup students at these stops. Bus routes are posted on the school website. Transportation is arranged by contacting the office. Students must ride the bus 50% of the time to remain eligible for transportation.

Students are expected to assist school staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook for school and school activities. Students may only change transportation plans, ride a different bus or use a different stop when the parent has made prior arrangements with the office. **Changes in transportation must be received in writing (email, text or note) in the office no later than 12:00.**

Bus Behavior

Students are to help ensure that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to established behavioral standards for school activities. Misconduct is not allowed and may result in transportation privileges being suspended. Students must:

1. Follow the driver's directions at all times.
2. Enter and leave the bus in an orderly manner at their designated bus stop only.
3. Remain seated facing forward at all times unless entering or exiting the bus.
4. Maintain respectful, quiet, orderly conduct on the bus and at school bus stops.
5. Maintain a clean seat area.
6. Keep hands, arms, feet and all, books, band instrument cases, and other objects to oneself, stowed safely, and out of the aisle.
7. Not deface the bus or its equipment.
8. Not put any body parts or any object out of the window or throw objects within or out of the bus.

9. Wait for the driver's signal before leaving the bus and crossing in front of the bus.
10. When students ride in a school van or passenger car, seatbelts must be fastened at all times.

Car Pool & Parent Pick Up

Parents (or anyone who has permission to pick up the child(ren) and is on the child(ren)'s emergency contact list are expected to display their child(ren)'s names in the passenger side front window. Without a name in the window, the driver will be asked to park and walk to the flag pole to pick up the child(ren).

RELEASE OF STUDENTS FROM SCHOOL

This year MMPCS will not release any student between 2:30 and regular dismissal. It has become nearly impossible for the office, and staff responsible for dismissal, to determine which children are still at school because of the increasing number of children being picked up early. A student will not be released from school before 2:30 except at the dismissal bell with permission from the administrator or designee and according to the building sign-out procedures. Unless the administrator has granted approval due to extenuating circumstances, a student will not regularly be released before the end of the instructional day. If a student reports to the office ill, the administrator or secretary will decide whether or not the student should be sent home and will notify the student's parent.

Parents must report to the office and sign students out for release before the end of the day. A student leaving school early must depart only via the office doors. If a student needs to be signed out of school by anyone other than the parent during the day, his or her parent must notify the office in writing that morning, stating the date(s) for such dismissal and to whom the student is to be released. *That person MUST be on the student's emergency contact list.*