

Mariposa's Traffic and Safety Rules and Procedures

Every staff member at Mariposa School takes seriously our responsibility to keep your children safe and secure at all times.

School Safety Rules and Procedures

- During the school day, the **only** open door for public access is the front office door. Students in the portables enter the building using keys and the buddy-system.
- Parents and visitors must **sign** in at the front office and wear a visitor's tag to enter the school building.
- The entire school regularly practices fire drill procedures and lock down drills.
- When students are outside for recess, they are well supervised by trained duty teachers at all times.
- In order to sign out students during the day, parents and guardians must check in the office first and students will be located and sent to the office. If parents wish to sign out a student during a recess time, they must first sign out the student and receive a pink slip, so that the outside duty teachers know the student has approval to be released.

Traffic Rules and Procedures

- Parents/guardians may drop off students at 7:15 each morning. Supervision begins at 7:15 on all playground and field areas.
- Parents driving students to school may drop them off in the east lot, along the parent drop-off area. Parents must stay in a single file line while releasing students.
- In the east lot, parents may park and walk their children to the playground areas. We do not allow students to walk through the parking lot unattended.
- Parents may also park along the north side of E Knox Road and walk children to designated areas.
- Please **DO NOT** park in the front lot...this is for staff only and buses only.
- Afternoon pick up is in the east lot, beginning at dismissal. Parents must use a single file line, and we do not permit students to walk between cars to the lot.
- Students who are not picked up by 2:45 will be brought to the office. Parents picking up students after 2:50 will be asked to sign out their children from the office.