Student Arrival and Dismissal Procedures

2021-2022

Expectation: Liberty Tree Academy will make every reasonable effort to ensure students' safety and efficient movement during drop-off and pick-up. We ask the same of our families. Please carefully follow any signs or directions given by staff in the pick-up and drop-off zones. All traffic laws apply in our school drop-off and pick-up areas.

General information and Policies

Front Office Hours:
Our front office staff will be happy to assist you in person, on the phone, or through email, Monday -Thursday from 7:30 a.m. - 3 p.m., and 3:45 p.m. – 4 p.m., and on Fridays from 7:30 a.m. – 1:30 p.m. and 2:15 p.m - 4 p.m. The office is closed M-Th from 3 p.m. - 3:45 p.m. and Fridays 1:30 p.m.-2:15 p.m.

Visitors/Parents/Guardians:
ALL visitors must report to the school's front office with a valid ID to check-in. Parents/guardians have the first week of school to enter and/or escort their student(s) to the gym and/or their classroom only. This is our standard procedure to keep students and staff safe and to begin on time.

Assembly Parking Information:
For both morning and afternoon assemblies, after parking please proceed to the gymnasium entrance to sign in. For morning assembly, students are required to enter the playground side of the building so that they can enter Freedom Hall with their class. Parents attending the assembly should be prepared to drop children off at the green loading zone, and then line up at the gym entrance. Due to fire codes, do not leave your vehicle in carline while attending the assembly for afternoon assemblies.

Please note: If your child needs to leave school before the regular dismissal time, please check them out in the front office before 3:00 p.m. M-Th or before 1:30 on Fridays.

Late Pick-Ups:
Students not picked up on time will be instructed to call home. Late pick-ups will be logged by LTA. By law, after an hour late pick-ups are reported to the authorities. Late pick up fees are charged by the minute and are implemented after the 2nd offense.

Upper School Student Parking:
Students in 11th and 12th grades will have the opportunity to purchase a parking pass, which is reviewed each quarter, to park in the east parking lot if they meet the following criteria:
1. Good Grades
2. Good Character

Please Note: This opportunity is a privilege and can be revoked if students display reckless behavior while driving on school property or the above-listed criteria are not met. Also, as with lockers and backpacks, with reasonable suspicion, searches of student vehicles can be conducted by LTA administration.

Neighborhood Parking:
When parking on the streets around LTA, please be respectful of our neighbors. We try to work with neighborhood residents, and we would like to avoid complaint calls about the destruction of landscaping, parking in front of driveways (paved and dirt), and turning around in driveways. Please encourage your students to leave landscaping alone and stay off of neighbors’ property. While the streets surrounding LTA are public property, please show compassion and good stewardship to our neighbors’ private property.

To avoid fines and angering our neighbors, please observe the following:

• Do not block driveways or entrance ways, paved or gravel.
• Do not park within 10 ft of mailboxes.
• Do not park within 15 ft of the fire hydrants.
• Do not park within 25 ft of the corners at Eastonville.
• Do not use neighborhood streets and/or driveways to turn around.
• Do not attempt U-turns in the roadway.
• Please observe the placement of cones and refrain from parking where they are placed.
• A crossing guard will be available starting at 7:15 a.m. and again at 3:20 p.m. M-Th and at 2:00 p.m. on Fridays to help students cross Eastonville.

**Walker Release:**

**Definition:** Students who walk home or walk to a parent parked in the neighborhood or in the parking lot or who join a parent/guardian waiting outside.

Students who are walkers will be released first, followed by carline students. Parents are expected to cooperate fully and patiently with our procedures to ensure the process is safe and orderly.

All walkers must have a waiver on file with the school. Staff present during dismissal will have a list of approved students to ensure no one is leaving that isn’t authorized. LTA must ensure the safe transfer from school to home.

Students who do not have a waiver on file will only be released to legal parents, legal guardians, or adult designees as disclosed in PowerSchool through the carline or by signing students out at the front office.

**Please Note:** Individuals who are not pre-identified in PowerSchool or who have not completed a Walker Release Waiver must sign in at the office and show an ID in order to pick up a student.

**CARLINE Drop-Off and Pick-Up**

**General Expectations for Adults Driving Through the Car Line**

Courtesy is one of our school’s five core virtues. Adults driving through the carpool line are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your student, as everyone in the car line is expected to know and follow the procedures. Please be respectful and patient as we perform proper procedures in the daily release process.

**Please Note:** There is no supervision before 7:30 a.m. and after 4:00 p.m. M-Th and after 2:30 on Fridays.

To ensure an efficient car line, students must be picked up during the following window:

• 3:30-3:55 p.m. M-Th and 2:00-2:25 p.m. Fridays
• After 3:55 p.m. M-Th and 2:25 p.m. on Fridays, all remaining students are taken to the
  front office. Students not picked up on time will be instructed to call home. Late
  pick-ups will be logged by LTA. By law, after an hour late pick-ups are reported to the
  authorities. Late pick up fees are charged by the minute and are implemented after
  the 2nd offense.

Please follow these procedures during drop-off and pick-up:
• Once a student is in your vehicle do not let him/her exit the vehicle. If your student
  needs to return to the school building, please park and escort your student back into
  the building.
• Please stay in your vehicle at all times. Your student will be escorted to your vehicle
  by our staff.
• Please unload in the green cone zone only.
• Upon entering the green cone zone, please pull forward as far as possible to ensure
  the most efficient exit process as possible.
• Once in the green cone zone, please have your student(s) exit as quickly as possible.
• Under no circumstances should a child be left in a vehicle unattended.
• Please refrain from using electronic devices while moving in the carpool line.
• Third-party pick-ups are not permitted (this includes taxis and ride-sharing companies
  like Uber and Lyft), unless a previously arranged after school program is providing
  rides.
• If you arrive early for carline, please do not park in staff parking, or allow your student
  to unload before the green cone zone
• Due to city ordinances, students are not allowed to load or unload on Eastonville.
  Side streets may be utilized so students can cross with the help of a crossing guard. As
  an option, parents may park in the parking lot and let their students out on the
  east sidewalk to cross at the alternate crosswalk.
• Please be mindful of the crossing guards and the directions they are giving. Their job
  is to have all eyes on the students to ensure their safety. Please refrain from ap-
  proaching them with concerns as this is a distraction from ensuring the safety of
  students.

Afternoon Dismissal
• The individual picking up the student(s), must have an LTA issued carline placard
  positioned in the windshield in a manner that allows the check-in staff member to
  see it and communicate that you are here.
• To ensure safety, the individual picking the student up from carline, must be ap-
  proved in PowerSchool. This must be done in the office before being issued a
  carline placard.

If the individual picking the student up has an LTA issued carline placard, LTA staff
will complete the following procedures:
  (a) LTA check-in staff will look at the name and number on the carline placard.
  (b) That person will enter the family number on the tablet to “call” the student
      from the classroom to the pick-up area.
  (c) The student will get into the designated car at the green loading zone only.

Placards
If the individual picking the student up does not have an LTA issued carline placard, the person must come inside and show his or her ID to the front desk per-
sonnel. This is to ensure no student goes home with a stranger who happens to know
their number or any other unauthorized individual. The possession of an LTA issued
placard indicates that the person is authorized.

(a) The individual will park his or her vehicle (in designated parking areas) and
provide his or her driver’s license to the front desk personnel.

(b) Next, the front desk personnel will check PowerSchool to see if the person is
approved.

(c) Finally, the student will be released to the individual authorized to pick-up the
student.

(d) If steps a through c are not followed, the student cannot be released.

(e) Please Note: LTA personnel will provide one free carline placard to each family upon
request. Any additional or replacement placards can be purchased for $2.00. The indi-
viduals who purchase the carline placard must be a legal guardian, custodial parent, or
adult designee, which is documented in PowerSchool. If carpooling with multiple fami-
lies, the front office can add numbers to a car tag, as long as the individuals are ap-
proved in PowerSchool.
Carline and Parking Information

• The original (main) entrance to the school is now EXIT ONLY. The school entrance is now at the far end of the new parking lot.

• Please consider staggering your carline drop-off/pick times up by 5, 10, 15, 20 minutes to avoid congestion.

• Please note that the LTA entrance is at the eastern most part of the parking lot and the exit is closest to the building. Please do not enter through the exit.

• If you are only dropping off K-5, consider dropping off after the Upper School start time of 7:40 a.m. This will help greatly in reducing congestion.

• Only load and unload in the green cone zone.

Parking in the main lot:
Parking around the building is reserved for staff, except for handicap and visitor spots. Visitors may also park in the new parking lot.