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## DRAFT CARPOOL POLICY

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

Ben Franklin Academy is committed to providing the community with a safe and streamlined carpool.

### **SECTION 2. DESIGNATED STATUS**

Each student will have a designated a "walker", "carpooler", or "VIP". Students shall be dismissed according to their designated status. Parents may contact the school prior to 3:00 pm to inform the school of an exception or change in designated status.

#### **CARPOOL STATUS**

By default, all students are designated as "carpoolers." Carpool students may walk home only if the parent informs the school prior to 3:00 pm and there is an approved Walker Form on file.

#### **WALKER STATUS**

Students intending to walk or bike to and from school on a regular basis may request "walker" status. Walkers will be dismissed through the walker door every day unless there is a pre-arranged exception for that day. Parents may set up a regular exception using the Walker Form, or they may contact the school on the day of an exception before 3:00 pm. Only students who can reasonably walk or bike from their home residence to the school should be approved as regular walkers. The school will accept the determination of a student's parent as to whether that student is eligible for walker status.

As a matter of policy and practicality, the Academy shall not attempt to regulate the conduct of parents or students outside of school grounds. The Academy does, however,

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request that every parent and student act respectfully when travelling to and from school. All students and parents should be mindful that their actions impact the reputation of Ben Franklin Academy in the community.

**VIP STATUS**

Students of parents that have purchased a VIP Pass shall be allowed priority pickup. **I don't know where we allow these folks to park.**

**SECTION 3. EMERGENCIES**

Emergency vehicles may need to reach the school during carpool. If this happens, please follow staff instructions. In the absence of staff instruction, make every effort to make way for emergency vehicles on your own. If you are exiting the parking lot, stop and wait for the emergency vehicle pull to the front of the school. If you are in the loading zone, pull into the center parking lot lane and the staff will get you back in line.

**SECTION 4. CARPOOL HOURS**

Morning carpool drop-off:	7:45 a.m. – 8:10 a.m. *
Afternoon carpool pick-up:	3:30 p.m. – 3:55 p.m.
Morning kindergarten pick-up:	11:15 a.m. – 11:25 a.m.
Afternoon kindergarten drop-off:	12:10 p.m. – 12:20 p.m.

\*Students not in their seats by 8:05 am will receive a tardy slip.

**SECTION 5. FAMILY NUMBERS**

Upon enrollment, each Ben Franklin Academy family shall be assigned a family number. Four copies of this family number shall be printed by the Academy on authorized Carpool Tags and distributed to each family. The original Carpool Tags, not copies, must be displayed on the visor, dashboard, rearview mirror, or windshield of the passenger side of the car and be clearly visible to carpool attendants. Please have your children memorize their family number. If you are carpooling you must have a Carpool ID card for each child being picked up.

Each family must provide a Carpool Tag to anyone else that is authorized to pick up their children. For security reasons, the carpool attendants will not allow a child to enter a car that is not displaying an authorized Carpool Tag. If you do not, or the driver of the car does not have a Carpool Tag, let a carpool attendant know. You will be directed to pass the line, park in the school parking lot, and enter the office to show ID before the student will be released to you. No one will be allowed to pick up students with outdated or hand-made cards. Carpool Tags must be on display until you have loaded your children in your car. Valid identification must be shown in order to get a replacement Carpool Tag.

## **SECTION 6. MORNING DROP-OFF PROCEDURES**

If there is inclement weather in the morning, please check the school website for delays and cancellations. Please make sure your children are dressed appropriately.

Drivers may begin to line up no earlier than 7:40 am. As they arrive, drivers will line up double file along the back driveway. Students that arrive prior to 7:45 will be unsupervised and parents do so at their own risk.

The designated drop off area is the right lane in front of the school delineated with orange cones. Staff shall monitor this area during the designated carpool hours. Parents may not let students out of the vehicle until a staff member indicates that carpool is ready to begin.

Carpool drop-off for all K-8 students begins at 7:40 a.m. Once directed, cars in the designated drop off area may release student(s) from their car from the right side only. At no time may students exit a car from the left side. Once children have exited their vehicles, they should enter the building through the main entrance and proceed directly to their classrooms. Parents should take care that all of their students reach the sidewalk safely before pulling forward. Students sometimes chase papers, balls, etc., moving unexpectedly to retrieve them, and are not easily seen by drivers.

Students should be released from the car only where the car comes to a stop in the carpool line. Parents may not drive forward to release students closer to the entrance. Students who absolutely cannot walk to the student entrance from their drop-off point will be deemed unfit for recess and will be given strengthening exercises during recess to get in better shape.

If your student is on crutches or for some other reason is restricted from walking and/or needs or has an elevator pass, please indicate this to carpool staff as you approach the main entrance. You may be directed closer to the entrance to unload your student(s) while other cars pass on the left.

Once students have been released from the car and it is safe to pull forward, cars shall proceed to exit the school along the back driveway. Please do not pull into the left lane, unless instructed to do so. Parents must pull all the way forward before releasing students.

Tardy slips will be given for students dropped off after 8:10 am as students are required to be in their classrooms and seated at 8:15 am. If you arrive after the carpool attendants have gone inside for the morning, you must park your vehicle in the parking lot across from the main entrance (not in the carpool lane\*) and escort your child to the office to sign them in. Your child will receive a tardy slip. Should there be inclement weather, the carpool volunteer may stay longer to supervise drop off, and tardy slips may be suspended at the discretion of the office.

## **SECTION 7. AFTERNOON PICK-UP PROCEDURES**

Due to limited parking at the school, there are no provisions for inclement weather except for lightning. In the event of lightning, carpool will be suspended and children and staff

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will remain inside the building. Carpool will start or resume when it is safe to do so. Please provide your children with clothing appropriate for inclement weather.

1. Drivers may begin to line up along the back driveway behind the white line prior to entering the parking lot no earlier than 3:00 pm. Drivers must enter the back driveway from the western entrance.
2. Drivers picking up preschool students may pull in the eastern entrance and wait for their students beginning at 3:10 pm. These cars must be moved no later than 3:25 pm.
3. While cars are lined up along the back driveway, a staff member will collect the family numbers from Carpool Tags. These numbers will then be used to call students out of the building in order. If you have misplaced your Carpool Tags you will be directed to a parking spot so you can retrieve a new Carpool Tag.
4. Staff will issue green cards to drivers indicating the start of a load and red cards indicating the end of a load. Loads consist of 18 cars.
5. At 3:30 pm staff will clear all drivers waiting for preschool students from the pickup zone.
6. At 3:30 pm drivers parked along the back driveway will be directed through the parking lot in a single file and shall pull into the pickup zone as a full load in both lanes. Drivers will park their cars in the pickup zone. Drivers that have the green and red cards will return these cards to staff as they pull through. Drivers at the front of a load must pull all the way to front of the pickup zone. All other cars must pull as close behind the previous car as possible.
7. At 3:30 pm students designated as walkers shall be released from class and allowed to exit the building through the northeast doors.
8. All cars in a load shall wait until all students have been loaded in all cars within the load before leaving the pickup zone. Students will be released from the school one load at a time. When you have all your students in your car, please remove the tag from the windshield so staff knows you have your students.
9. When directed by staff, the entire load shall drive out of the pickup zone together. If you have not yet received your students, you will be directed to the holding zone just beyond the front of the pickup zone.
10. The next load shall proceed into the pickup zone and collect their students.

Please note that other drivers (such as employees, delivery vehicles, VIP carpool drivers, and after school car providers), as well as emergency vehicles that need to reach the school may enter the parking lot from the eastern entrance. These drivers will be directed to a parking space by staff. Drivers needing to pull out of the line for emergency reasons

may call the Front Office at 720-292-5200 or talk with a staff member. Please do not attempt to pull out of the line without the help of an attendant at any time.

To ensure the continued safety of our students, parents will not be allowed at any time to approach the pickup zone to pick up a child.

Parents arriving after carpool is finished must park their vehicles in the parking lot (not in the carpool lane) and go inside to the school office to sign out their child.

### **SECTION 8. CARPOOL RULES**

The following rules apply to both morning drop-off and afternoon pick-up, and all carpool drivers are required to abide by these rules:

- Be nice.
- Do not use your mobile phone during carpool.
- Do not exceed 10 mph on school property at any time for any reason.
- Prepare your child for drop-off before you arrive in the morning. Coats should be on or in hand, backpacks and lunchboxes should be packed, on laps or easy-to-reach, and when possible, children's seating order in the car should match the order in which they will exit the car. Make sure your child's backpack can be carried or maneuvered by that child.
- Respect the attendants and follow their direction at all times. Staff and volunteers do their best every day to uphold the rules of the school and to make carpool run as smoothly and safely as possible.
- Do not exit your car at any time, once you have entered the carpool line. If your student requires assistance exiting or entering the car, you must wait for a carpool attendant or staff member to assist them.
- Do not approach the pickup zone or the main entrance on foot to pick up your child. You will not be permitted to pick up your child this way.
- Do not allow your student to exit your car on the left side at any time.
- Do not line up prior to 7:40 am for morning carpool or 3:00 pm for afternoon carpool.
- Do not hold up the line by chatting with a staff member or carpool attendant. Carpool is not the time or place for impromptu parent/teacher discussions.
- Do not attempt to pass the car(s) in front of you at any time during carpool. Follow the car in front at all times.

### **SECTION 9. PARKING**

There is no overnight parking permitted in the Ben Franklin Academy parking lot. Do not park and leave your vehicle in the carpool line or in the fire lanes. The school reserves the

right to have any unattended vehicle immediately towed if that vehicle is illegally parked or could impeded the progress of carpool.

**SECTION 10. SPECIAL EVENTS**

For special school events, overflow parking shall be available in the northeastern field.

**SECTION 11. EARLY PICK-UP**

If you need to pick your child up from school early for a doctor's appointment or another pre-arranged reason, you must park in the parking lot and come to the front office to sign your child out. Please note that early pick-up ends at 3:00 pm—if you arrive after 3:00 pm, you will need to pick up your child in the carpool line. Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early dismissal is disruptive to the student(s) and the entire class. The office reserves the right to deny early pick-up.

**SECTION 12. INCLEMENT WEATHER AND SPECIAL CIRCUMSTANCES**

In the event of lightning or other extreme circumstance during afternoon pick-up, pick-up will be suspended and all staff members brought inside until it is safe to resume. Parents will wait in line in their cars for carpool to resume. Walkers will also be held until it is safe to release them.

**SECTION 13. EMERGENCY LOCK DOWN**

In the case of an emergency that requires the school to be locked down (e.g. criminal in area, crime scene next door, tanker truck spill), parents will be notified via email. Parents are not allowed into the building until the conditions have improved and the Academy has given the "all clear". Parents will be notified when it is safe to pick up their children.

**SECTION 14. VIP PASSES**

The Academy shall have the option to auction off a limited number of VIP Passes for the following school year. Parents who purchase these VIP Passes are entitled to special access to the eastern entrance during afternoon pickup **and go where?** VIP Pass owners will be given a VIP Pass in addition to or in place of their family Carpool Tag. If you are a VIP driver, you must display your VIP Pass on the visor, dashboard or windshield of the passenger side of the car clearly visible to carpool volunteers in order to proceed to your designated VIP spot. VIP cars must be in their designated places by 3:25 pm or they will need to line up with the other cars. VIP Passes are good for one school year only.

**SECTION 15. CARPOOL MAP**



**POLICY HISTORY:**  
Original: