

Spectrum Academy Drop Off & Pick Up

Dear Spectrum Families:

Welcome to the 2024-2025 school year at Spectrum Academy. We need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars in a safe and organized way. We ask everyone to correctly follow our pick-up and drop-off procedures in order to ensure the safety of our students and families.

Secondary Students:

- Secondary doors will open for students at 8:00 am, no students are allowed to enter until that time. Students will need to remain with their carpool until that time.
- Students will immediately be escorted to their assigned location to remain until the first bell rings, at 8:15.
- Arrival after 8:15 - go directly to the advisory class.
- Please be aware that students can be dropped off throughout the whole length of the building, regardless of grade. Our Secondary students will be arriving and leaving at the same time each day. All 7th-12th grade students will enter the building through the front **Secondary doors to the left side (east)**.

Elementary Students:

- Elementary doors will open for students at 8:35 am, no students are allowed to enter until that time. Students will need to remain with their carpool until that time.
- Arrival after 8:35 - go directly to your home room class.
- All Elementary students will enter the building through the front **Elementary doors on the right side (west)** of the building
- All Elementary grades (K – 6) will be arriving and leaving at the same time. Students can be dropped off throughout the whole length of the building, regardless of grade.

Here are some rules to follow and please remember **All Lanes are ONE way!**

Please drop students off in *front of the Main building* and follow the lane rules listed below:

Lane 1 - must exit the vehicle on the **right side** directly onto the sidewalk. This is for drop off and pick up of K-12, as well as any student needing assistance in and out of the vehicle..

Lane 2 - must exit on the vehicle on the **left side (curbside only), not in the moving traffic lane.**

- Lane 1 and Lane 2 merge into one lane for exit to **Lane C.**

Lane 3 - Is for drop off and pick up of K-12. Students must exit the vehicle on the **right side, not in the moving traffic lane.**

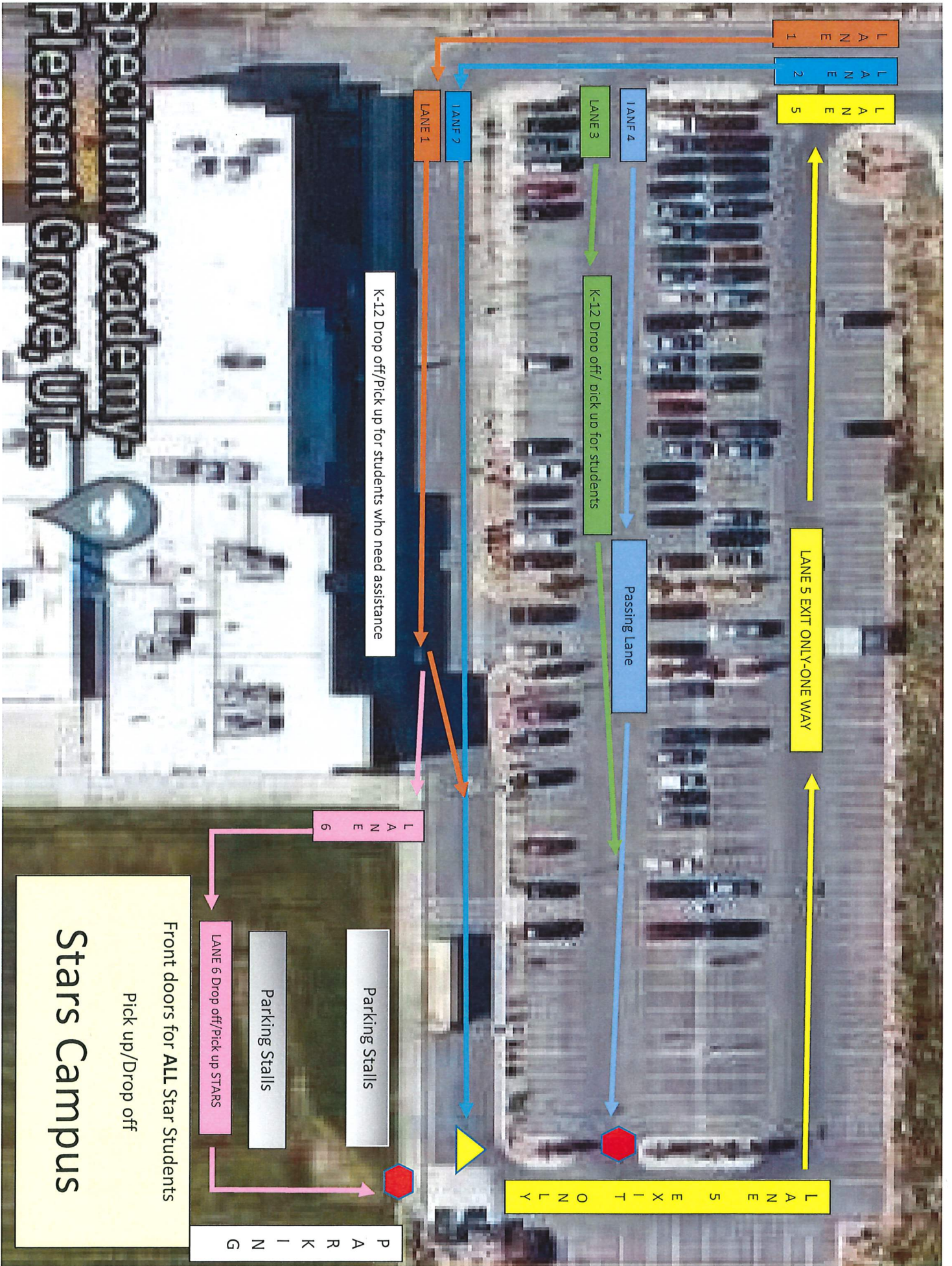
Lane 4 - Is a through traffic exit lane. **Please do not drop off or pick up any students in lane 4.**

- Lane 3 and Lane 4 merge into one lane for exit to **Lane C.**

In addition to Lane rules, please also observe the following:

- Load and unload from the curbside only. Do not let students enter or exit vehicles from between lanes.
- We welcome input regarding drop off and pick up procedures! Please email the administrator of your child's school with any comments, concerns or suggestions.
- When exiting on to the main road, please turn right ONLY! Waiting for left turns out of the parking lot can significantly delay the flow of carpools. This may require you to go around an extra block to reach your destination, but your cooperation is greatly appreciated!
- Please obey stop lines and watch for cars entering from other lanes.

Drop off and pick up can be a stressful time of the day with lots of cars, kids and schedules, not to mention weather of all kinds! In order to make our system run as smoothly and safely as possible, **please be patient and respectful of other vehicles, as well as our paraprofessionals working to keep traffic flowing smoothly and make sure everyone is safe.** *(Note: See Attached Map)*



Emergency Pick Up Procedure

Phone Contact: 801-785-9019

Address: 867 S. 800 W. Pleasant Grove, UT. 84062

Emergency Vehicle Procedure

In the event that an emergency vehicle (fire truck, ambulance, police car, etc.) needs access to the school during a high traffic time,

- When the school receives the communication that the emergency vehicle is en route to the school or arrives and needs access
- The front office will communicate with staff members that traffic will be blocked to the exit lane to allow emergency vehicle access.
- The staff will direct the vehicle to the parking area
- Once the emergency vehicle is safely in place and if appropriate the staff will reopen the exit lane to parent and staff vehicles to allow the movement of traffic

Parent Emergency

In the event that a parent needs to pick up a child in an emergency situation during a high traffic time,

- The parent will call the school when they are 5 minutes away
- The front office will keep the parent on the phone until they arrive
- When the parent is 1 minute away from the school, the staff will block traffic to the exit lane to allow the parent access
- The staff will direct the vehicle to a safe parking area, where they will load their student
- The staff will then direct the vehicle out through the exit lane and then will allow traffic to resume

*All staff members in the office and those directing traffic will have access to a radio for communication