

Robertson Traffic/Portable Classroom/Pickup/Drop-off Procedures

Portable Procedures

- **Parents may not pick up or drop off students at portables. Parents must report to the office.**
- Each portable teacher will have a walkie talkie to assist with safety.
- Students who need to enter the building or go outside to their classroom will be accompanied by either an adult or a student “buddy.”
- **Portable doors will be locked at all times (no exceptions).**
- **Portable doors will not be propped open.**
- Classes in portables will be brought into the building in the event of a threat of tornado or inclement weather.
- Teachers have specific procedures that will be put in place to pick students up in the morning, and bring them to their appropriate pick up location(s) in the afternoon.

Morning Procedures

- Buses/daycares will drop off students by the cafeteria doors in the front of the building. Students will enter these cafeteria doors. Students in 3rd-5th will go to the gym once they are inside the cafeteria. Students in Mrs. Leeper and Mrs. Westhoff’s 5th grade classes will go to the music room. Students in K-2 will remain in the cafeteria. Any student (K-5th) who needs breakfast will remain in the cafeteria.
- Walkers and bike riders will enter the glass cafeteria doors as well. Students in 3rd-5th will go to the gym once they are inside the cafeteria. Students in Mrs. Leeper and Mrs. Westhoff’s 5th grade classes will go to the music room. Students in K-2nd will remain in the cafeteria. Any student K-5th who needs breakfast will remain in the cafeteria.
- All other students will be dropped off in the back of the school near the playground. Students will walk to the back gym door which will be open. Students in 3rd-5th grade will remain in the gym. Students in Mrs. Leeper and Mrs. Westhoff’s class will go to the music room. Students in grades K-2nd will go to the cafeteria once they are in the gym. Any student (K-5th) who enters the gym, and needs breakfast, may walk from the gym to the cafeteria.
- The front area of the building will be for loading/unloading of bus/daycare students. **Parents may not drop off in the front of the building as long as the orange bus cones are up.** Once all of the buses/daycares have arrived, and the orange cones have been picked up by our outside duty teachers, students may be dropped off in front of the building

Afternoon Procedures

- **Slow down! Student safety is priority one!**
- Older siblings will go to the location of their younger sibling to be dismissed at the end of the day where the younger sibling dismisses.
- **For those students in portables:** teachers will walk bus/daycare/Alphabet/YMCA/older siblings/walkers/bike riders etc into the building to their designated pickup area. 5th grade students who are car riders, and do not have younger siblings, will be picked up at the 5th grade dismissal sign near the playground.
- All buses/daycare will pick students up in the front of the building. Bus/daycare students will be dismissed through the front of the building. **Students may not be picked up by cars in the front of the building.**
- Walkers and bike riders will be dismissed through the front entrance.
- All other students (K-5) will be dismissed from their POD exit door. There are three lanes of traffic that begin off Regina Drive. The two lanes closest to the building are for student pickup only. **Parents are not to park in these lanes and get out of their cars.** The far left lane will be for moving traffic only. **Please do not remain parked in the third lane because this will block thru traffic.**
- There will be designated pickup areas indicated by signs as to where each grade level will be dismissed. See the traffic flow map for more specifics.

No Parking Areas

- There will be no parking allowed along both sides of Woodlake Drive per the Little Elm Police Department. During special events, parents will receive communication as to whether or not parking on Woodlake is permitted.