

# **SUNSET LANE SCHOOL GENERAL POLICIES & PROCEDURES**

## **SCHOOL TRAFFIC & PARKING LOT SAFETY**

Please remember that traffic is heavy before and after school, especially in front of the school on Camino Centroloma. To ensure the safety of students, parents, and school staff, we ask that that you adhere to the following procedures:

- Parent cars are not allowed in the school parking lot at any time on school days. Only cars with a valid and posted handicap placard/disabled parking permit may enter and leave the parking lot slowly and with extreme caution. Please exit through the south driveway.
- Do not block or turn around in the school driveways nor residents' driveways.
- The gray-painted curb (loading zone) is for quick drop-off and pick-up only during the following hours:

7:30 a.m. to 9:30 a.m.

12:30 p.m. to 3:30 p.m.

Please stay in your vehicle and continue to move all the way forward (toward the south end of campus) as space allows. At arrival, please have your child ready to quickly exit the car on the curb side. At dismissal, if your child is not waiting for you after school, please drive around the block and return. You may not double park.

- Students may cross streets alone only in the crosswalks. If outside of the crosswalk, they must be accompanied by an adult.
- Students should exit and enter vehicles on the curb side only.
- Do not stop in the center of the street to load or unload passengers. We do not allow children to enter the street in order to reach a vehicle.
- Please ensure that all children in the car are wearing seat belts.
- Please do not block neighbors' mailboxes, driveways, or trashcans.
- Please be respectful of school staff and of other drivers.
- Students may also be dropped off on Sunrise or Sunset.
- School buses have the right of way.

**The Fullerton P.D. monitors traffic and may issue tickets for traffic violations.**

## **MORNING ARRIVAL**

Students are not allowed on campus prior to 8:00 a.m. Students can arrive on campus between 8:00 a.m. and 8:15 a.m. to receive a complimentary school breakfast from the front gate only. The back and side gates will open for student entry starting at 8:15 a.m. Only students can enter campus during arrival.

Prior to the start of the school day, 1<sup>st</sup>-6<sup>th</sup> grade students will participate in a community building activity called "Walk & Talk". All 1<sup>st</sup>-6<sup>th</sup> grade students on campus between 8:15 a.m. and 8:28 a.m. must participate in "Walk & Talk". Those not wanting to participate in "Walk & Talk" should not arrive at school until 8:28 a.m., which is when the two minute warning bell rings. Playing on the playground before school is not allowed for 1<sup>st</sup>-6<sup>th</sup> grade students.

## AFTERNOON DISMISSAL

School is dismissed at the following times:

### Mondays, Tuesdays, Thursdays, Fridays

TK/Kindergarten: 2:39 PM

1<sup>st</sup> – 3<sup>rd</sup> Grade: 2:56 PM

4<sup>th</sup> – 6<sup>th</sup> Grade: 2:57 PM

### Wednesdays/Minimum Days/Conferences

12:30 PM

1:10 PM

1:10 PM

- Wednesday is a restructured day for all elementary schools in the district. This time is for teachers to attend required meetings, trainings, and professional development.
- **Students must be picked up promptly after school is dismissed or leave the campus immediately if they walk home. The use of the playground after school is reserved for school sponsored programs and The LAB.**
- Please remind your child to bring home all needed items at the end of the day. Students will not be admitted into the classroom after the teacher has left.