

LUBBOCK-COOPER



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Arrival & Drop-Off Procedures For Lubbock-Cooper East Elementary *Updated Feb. 27, 2019*

Greetings, East Elementary families!

We anticipate the opening of 134th Street in the next few days. With this new roadway available, we will be able to realize the arrival and dismissal procedures we planned at the inception of our campus. These new routines will ensure maximum student safety and efficiency during the arrival and dismissal processes each day.

Below, you will find detailed information about our daily arrival and dismissal procedures. Recent updates to our procedures are highlighted for easy identification.

General Building Access Information:

The East Elementary campus will open to parents and students at 7:15 AM each morning. Students should wait in the cafeteria in the morning after they enjoy their breakfast and will be escorted to their classrooms at 7:45. If parents would like to wait with their children, we ask that they wait with their children in the cafeteria or in the Discovery Center until the first bell rings at 7:45. At this time, parents are invited to walk their children to class, should they choose to do so. The tardy bell will ring at 7:55 AM each morning. Students inside the building at 7:55 AM are not counted tardy.

Each afternoon, a bell ringing at 3:20 PM will signify the release of our East Elementary Pirates. Parents are welcome to enter the campus at the front or west entrances of the building in order to pick their children up in their classrooms. Upon request of parents, children with younger siblings may wait outside the classroom of their youngest sibling to simplify the pick-up process each day. Additionally, students will be loaded into vehicles at 3:20 PM for parents utilizing the curb pick-up system, which is outlined below.

Parent Access & Procedures:

Parents wishing to drop their children off curbside will turn onto 134th street off of University Avenue. All traffic will follow 134th street past the front of the building and turn into the second parking lot entrance on the west end of the lot. Parents will loop through the parking lot, dropping their children off at the front entrance of the building. East Elementary employees will assist in unloading/loading students at five stations. For the safety of the children, please do not allow them to exit the vehicle until you are stopped at a designated station. Children who are dropped off before 7:45 will be asked to wait in the cafeteria to ensure supervision and safety.

After dropping children off at the front entrance, parents will exit the lot at the east end and travel back along 134th street to University Avenue.

Parents who wish to walk their children into the school building are encouraged to utilize 137th street in order to access the parking lot at the west end of the building. Parking in this lot will minimize the interaction between foot traffic and vehicle traffic each day, allowing for greater student safety. Parents who walk their child into the building are encouraged to enter through the west doors of the building, which are also unlocked at 7:15 each morning. When leaving the campus, parents will turn left (south) onto Detroit and follow the roadway until it intersects with 137th Street. Parents will follow 137th Street to the east until the roadway intersects with University Avenue.

LCISD Transportation Access & Procedures:

LCISD bus traffic will utilize 137th street to access the dedicated bus lane on the south side of the East Elementary building.

With the opening of 134th Street, the temporary bus lane will be closed to all traffic. Parents are not permitted to utilize this roadway and are asked to follow the procedures outlined above, utilizing the paved roadways at 134th and 137th streets only.

Because vehicular traffic will no longer utilize the temporary bus roadway, the parking lot on the east side of the building will only be accessible before 8:00 AM and after 3:30 PM. We ask that parents do not park in this parking lot, as access is blocked throughout the instructional day.

In Summary:

- We anticipate the opening of 134th Street on Thursday, February 28, 2019
- Student drop-off and pick-up will move to the front of the building on the north side of our campus
- The temporary roadway that has been utilized for bus traffic to the east of the campus is closed to traffic
- The parking lot on the east side of the campus will only be accessible before 8:00 AM and after 3:30; therefore, parents are advised not to park in this lot at any time

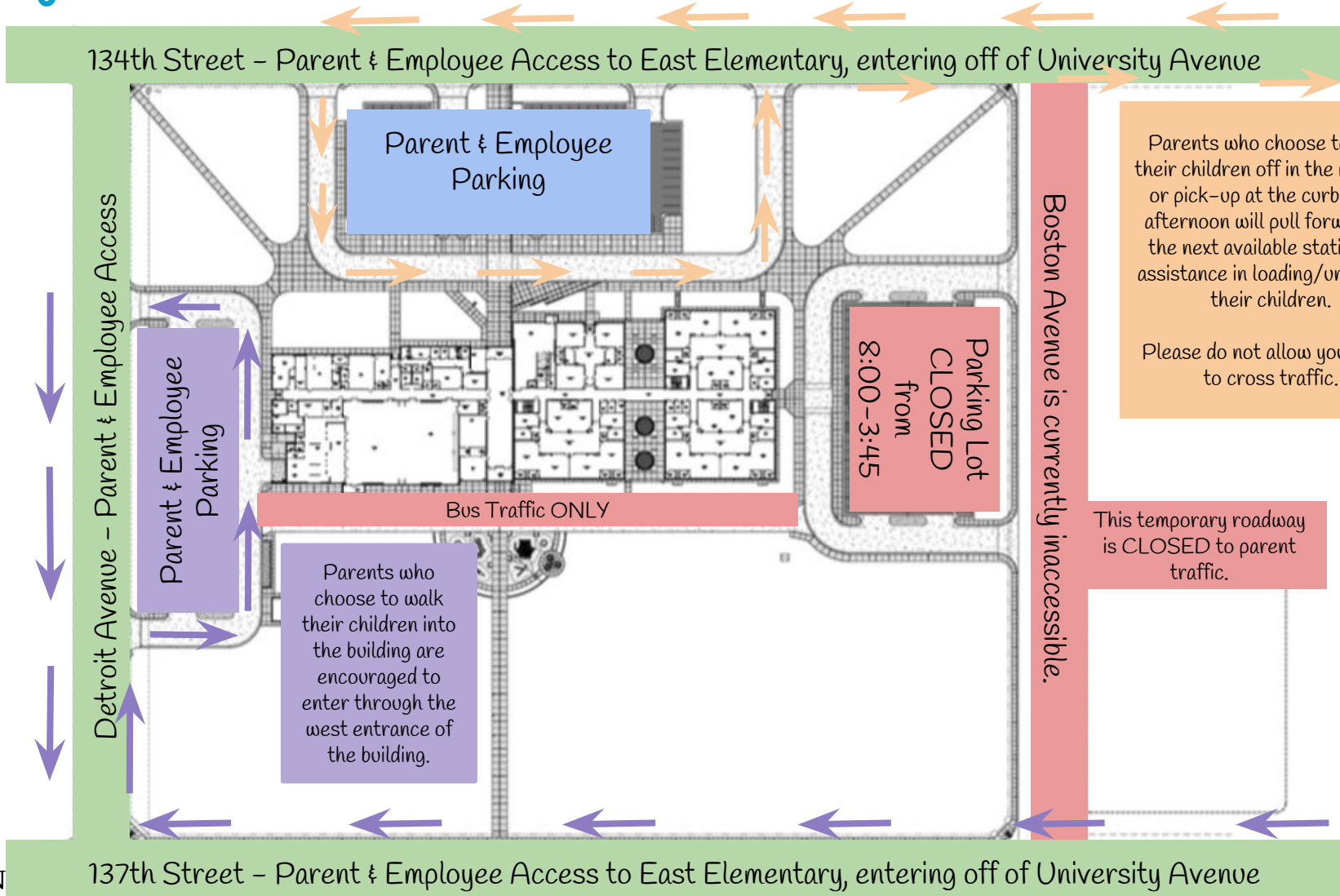
Thank you for your continued support and flexibility! We are excited to settle into our new arrival and dismissal procedures and work with our East families to maximize the safety of our students and the efficiency of our daily routines.

It is a great day to be a Pirate!



Candice Cross
Principal

Arrival & Dismissal Procedures



Parents who choose to drop their children off in the morning or pick-up at the curb in the afternoon will pull forward to the next available station for assistance in loading/unloading their children.

Please do not allow your child to cross traffic.

This temporary roadway is CLOSED to parent traffic.

Parents who choose to walk their children into the building are encouraged to enter through the west entrance of the building.

Parent procedures are noted in purple for those parents wishing to walk their children into the building.

Parent procedures are noted in gold for those parents wishing to drop their children off or pick up from the curb.

