

# North Mahaska Community School District

P.O. Box 89  
New Sharon, Iowa 50207

February 1, 2021

Dear Parents / Guardians:

As you may know, student pick up can be challenging and presents potential safety issues with multiple traffic patterns. Student safety is of utmost importance, and we are looking to make some changes to improve safety for students. As a school district we have been working on problem-solving student pick up since our first day of school. We asked EMC insurance to come out and observe our drop off and pick up process to provide feedback. We have also connected with other safety experts to provide feedback on what is best for student safety during student pick up at the end of the day.

**Starting Thursday, February 4**, there will be some changes to the pick-up process to help increase safety for all. We know, initially, the pick up process may take more time, however, the goal is to improve overall safety for students. Once new routines are learned, we believe the time involved will improve as well. Therefore, we ask for your patience as we implement a new process targeted to improve safety for students.

## **Procedures for Student Pick Up – Please do not arrive before 3:20 p.m. as buses need to enter the south drive for pick up.**

- Traffic will be ONE way once you get past the first entrance of the jr./sr. high on 2163-135<sup>th</sup> street. When you see the one way sign, parents should form two lines on 2163-135<sup>th</sup> street with their vehicle for student pick up.
- Traffic will form two lines in the elementary circle drive, travel along the south side of the parked cars, and then exit onto 2163-135<sup>th</sup> street at the west end of the south parking lot. (see visual provided within this communication)
- Traffic will Park in the circle drive (two lines) for student pick up. Parents should stay in their vehicles and the students will come to you.
- Traffic will not move in the circle drive until all students in the pick up group are in the vehicle. It is anticipated there will be various pick up groups. Once all students have been loaded, the traffic attendant will remove the cones and signal that the traffic may exit.
- Each parent will be given an assigned number that is connected to their student's name. \*It is important to note that some families will have multiple numbers. All numbers should be displayed in a visible location in the front windshield. A staff member will come by and enter the number you have on display in your windshield into their driveline app. This will alert teachers to dismiss your student(s) to the pick up lane. Numbers will be sent home with your student tomorrow, February 2nd.
- **Once your student(s) is safely loaded, you will need to take down your number.** This alerts staff that your student is safely loaded.
- If you arrive for student pick up without your tag, you will need to park your vehicle and then verify through the office that you are approved for pick up.

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Superintendent's Office  
P.O. Box 89, 2163 135<sup>th</sup> St.  
641-637-2295  
FAX 641-637-4559

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High School Principal's Office  
P.O. Box 89, 2163 135<sup>th</sup> St.  
641-637-4187  
FAX 641-637-4559

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Elementary Principal's Office  
P.O. Box 89, 2163 135<sup>th</sup> St.  
641-637-4041  
FAX 641-637-2657

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- If you have designated other persons to pick up your student, you will be given an extra tag assigned to that person which will need to be given to them before they arrive at pick up.

## Anticipating Potential Questions

1. *Are parents allowed to walk up and pick up their student as they have done in the past?* The goal is to improve safety for students. No traffic is to be moving while students are moving. If parents are able to park (outside of the circle drive) in a designated angled parking space and use the sidewalk and crosswalk to exit the circle drive, they may still walk up and get their student. Please do not leave vehicles unattended on 2163-135th street.
2. *What happens if I am parked in the circle drive for student pick up and my student is not ready for dismissal?* If your student is not ready for dismissal, it is possible that you may be asked to exit the circle drive when the group of vehicles exits and then reenter the circle drive for pick up.
3. *If my student has an older sibling, are the younger siblings permitted to walk to the north parking lot to ride home with their siblings?* No. High school drivers who are picking up elementary students must drive to the designated pick up zone on the south side of the school. Please note, high school drivers picking up an elementary sibling will have to exit north from the north parking lot and then enter the south side pick up zone from the west end of 2163-135th street from Hwy 163.
4. *Where do I pick up my Jr./Sr. High Student?* Parents picking up jr./sr. high parents should pick their student on the west side of the jr./sr. high between the school and the softball field.
5. *If a parent currently picks up their student from the north parking lot along the east sidewalk, may they continue to do so?* Yes, if you currently are picking up on the north side of the school and your child can be picked up directly from the east sidewalk, you may continue to do so.

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## Visual of New Traffic Flow Beginning February 4, 2021



### Important Reminders:

- All traffic exiting from the North parking lot (the primary parking lot for high school students) will exit out the north on Mulberry to Depot.
- Other than the designated one way traffic after the first entrance on the south side, morning drop off will remain unchanged. **Please remember to drop your student off curbside in efforts keep them safe.**
- Please do not park on the side of the road on 2163-135th street. For safety reasons, students are not permitted to walk to parked vehicles along 2163-135th street.

We appreciate your patience as we implement a new practice in efforts to keep students safe! Please be sure to let us know if you have any questions by emailing or calling the school office at 641-637-4041.

Sincerely,

Angela Livezey, PK-6 Principal / PK-12 Superintendent  
North Mahaska Community School District

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