

## **Diamond Elementary School Drop-Off/Pick-up Procedures 2019-2020 For Bus-riders, Walkers, Bicyclists and Carpoolers**

Walkers, bus-riders, bicyclists and carpoolers share the front entrance to the school. To improve traffic congestions and safety at this entrance, we strongly encourage all students who are not designated bus riders to WALK to school. For car-drop-off, we have a car drop off area and a designated bus circle for school buses and before/after school shuttles. Students can begin arriving to school no earlier than 9:05 a.m. and they can enter the building starting at 9:10 a.m. The late bell rings at 9:25 a.m., and students are expected to be in their classrooms at that time. Morning line-up for students in grades 1-5 from 9:05-9:10 will be lining up outside of their classrooms waiting for the 9:10 a.m. bell. Kindergarten students who are walkers and car-riders should be dropped off between 9:05-9:25 a.m. at the playground area in the rear of the building near the kindergarten doors. Students proceed to line-up by walking along the school sidewalk to the temporary main entrance area and then proceed to their classrooms. On inclement weather days, morning line-up will occur in the gym. Below are guidelines you are requested to follow. Please share this information with anyone who drops-off and/or picks-up your child.

### **Bus-riders**

- Bus route schedules are posted on the school website.  
Arrival and Dismissal schedules are included:  
[https://www.montgomeryschoolsmd.org/uploadedFiles/schools/diamondes/news/bus%20routes\(2\).pdf](https://www.montgomeryschoolsmd.org/uploadedFiles/schools/diamondes/news/bus%20routes(2).pdf)
- To identify the appropriate bus for your child, parents are encouraged to review the bus routes, identify the bus route and bus stop description that is closest to your home and most convenient. Then, report to the specific bus stop each day.
- Students should be ready and waiting to board the bus at least five (5) minutes prior to the scheduled arrival time.
- Students who wish to ride home on a friend's bus or get off their own bus at a friend's stop must bring a permission note from their parent/guardian and submit to their child's teacher the day of this dismissal change. The student will then bring the note with them during dismissal to show the bus driver or school staff.

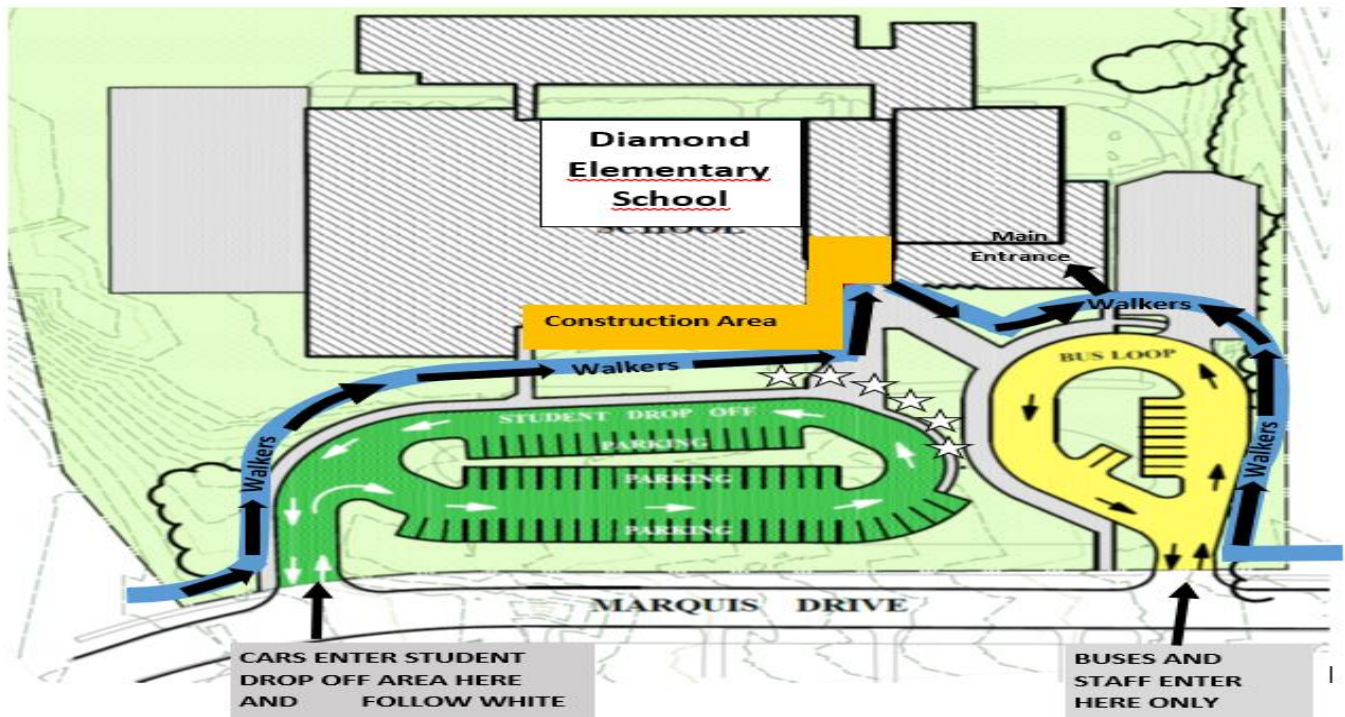
Questions related to MCPS bus schedules and routes should be referred to the transportation cluster supervisor, Ms. Sharon Stream, (301) 353-0822.

### **New Car-Rider Drop Off Process:**

- If you drive your child to school, you will need to review the information below on the new drop off process and the new drop-off parking lot. During dismissal, your child will meet you at the same designated location.
- Please do NOT drop your child off before 9:05; there is no adult supervision available until 9:05 a.m. each day. Also, please do not drop off your child after 9:25 a.m. outside the school building. Parents should accompany students arriving after that time into the main office to sign in and receive a late pass. **We ask that when parents who are dropping off/picking up students in our drop-off/pickup please remain in your car, pull all the way forward, and avoid "leap frogging" other cars.** We want every child to have a safe opportunity to exit their vehicle. Please follow the directions of Diamond staff members.
- Cars are not permitted in the bus circle at any time, especially during arrival or dismissal as this driveway is for MCPS buses only and staff parking. Marquis Drive can become very congested during arrival and dismissal.

# Diamond Elementary School Traffic Flow for Arrival and Dismissal

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- The student drop-off and pick-up area is designated in green. The flow of traffic is one-way and is indicated by the white arrows. The white stars indicate the location where students should be let out of the car (using the back passenger side to enter/exit cars via the sidewalk).
- The bus loop is designated in yellow. Cars should NOT enter the bus loop during arrival or dismissal.
- Walkers should follow the sidewalks and use the route indicated in blue, following the direction of the black arrows. Students should never walk through the parking lot or bus loop.
- The orange shaded area is the construction area for the construction of the new main entrance and main office area. This area is fenced off to staff, students, and parents.

## **Kindergarten Drop-Off & Pick-Up Procedures**

- Kindergarten parents drop their students off at the kindergarten door near the recess playground blacktop area in back of the school building. Use the outside stairs to the left of the school building near the portable trailer classrooms. Parents will need to park along Marquis Drive or in designated visitor parking spaces. Students cannot be dropped off until 9:05 am.
- Kindergarten parents with students who are walkers/car-riders must meet their students on the Kindergarten recess playground blacktop area at 3:50 p.m. in the back of the building. Use the outside stairs to the left of the school building. If you are carpooling, please park your car and walk up to the recess playground blacktop area, which is located in the back of the school building at the kindergarten doors by the recess playground area in back of the school, and go to the kindergarten suite doors to meet your child.

## **Walkers and Bicyclists**

- The safest place to cross a street is in the crosswalk at each end of Marquis Drive and directly in front of the school. Please encourage your child to use the crosswalk when crossing the street.
- Bicyclists are directed to walk their bicycles once they are on school property.