

Beechwood Independent Schools  
Beechwood High School  
Beechwood Elementary School



Greetings,

We hope the following traffic procedures and guidelines is beneficial in safely dropping off and picking up your child from the Beechwood campus. This brought the administration to a key component of our communication of safety.

As you may know, the Beechwood campus is land locked and Beechwood Road is the only access point to the schools. After collaboration with Kentucky Center for School Safety, Fort Mitchell Fire Department, and the Fort Mitchell Police Department, we felt the need to communicate a key item from those discussions:

In the event of a crisis situation, that **REQUIRES EVACUATION** of students from the Beechwood Campus, we ask that all parents, guardians, and family remain **OFF** of Beechwood Road. This would keep the access points clear so that emergency responders can get to the school grounds.

Please be aware that all students and staff have and will be trained on this evacuation process by way of our 2017-2018 Crisis Manual and emergency drill procedures. Students and assigned staff will have several locations available:

*Kroger  
Fort Mitchell Baptist  
Beechwood Swim Club  
Mercedes Benz*

Each location has the potential to host an evacuation site, depending on the type of evacuation.

In the event of an evacuation, all parents/guardians will be contacted with that information via Infinite Campus email and Infinite Campus phone messenger. This will make sure the evacuation site is confidential.

Please remember that this is a plan. It may be adjusted by emergency responders based upon the situation at hand.

*Greetings,*

*We hope this letter finds you having a wonderful summer! Beechwood Elementary and High School arrival, dismissal, and parking procedures have been adjusted for the 2017 – 2018 school year. Please make every effort to adhere to our guidelines because **student safety** is paramount.*

## **Beechwood Schools Traffic and Parking Procedures**

**2017-2018**

# **ELEMENTARY**

**7:20 – 7:55 a.m.**

**All drop-offs are to occur in the right hand lane along the sidewalks.**

Notice there are two lanes indicated on the Parking Maps

The drop/pick lane is for students who will be dropped off or picked up by a car

The open lane is for cars that will not drop or pick up, OR for cars that have already dropped or picked up. Please keep this lane open.

Each car will follow the arrows to complete the loop for drop off and pick up

No one is to park in the drop off/pick up lane in order to walk a student into the building (Please use designated Visitor parking in the Elementary side lot to do so)

If your student arrives before 7:50 a.m. they will go to the cafeteria until they are dismissed to the classrooms at 7:50 a.m.

Walking students into school will be allowed until August 24<sup>th</sup>. Some exceptions will be made on “project days”.

REMEMBER TO USE and RESPECT CROSSWALKS AT ALL TIMES.

### **ELEMENTARY DISMISSAL:**

- |                  |   |
|------------------|---|
| 2:47 – 2:50 p.m. | Walkers and Kroger Pick-ups   |
| 2:50 – 3:00 p.m. | Car Pick-Up (see guidelines and procedure below)  |
| 3:00 p.m.        | Car Pick-Up with HS Sibling, Student riding home with HS Sibling, Silverlake/Other outside agency transportation, etc. (see guidelines and procedure below) |

### **Car Pick-up Guidelines:**

- Each student will be assigned a dashboard number, the number does not designate the order of pick up
- 8x5 Numbers will be printed and laminated to be displayed on dashboard of car
- Numbers will be **distributed during open house on August 14th & 15<sup>th</sup>**. If you cannot attend please stop by the Elementary Office after this date and pick up your dash numbers
- Parents will be given two copies in case grandparents/other will be picking up child (if there is a need for more than two copies please notify Elementary Office)

**Car Pick Up Procedure – for all students being picked up the car will need to display a visible dash number.**

1. Students remain in classroom until their car shows up
2. Car pulls into loading zone along sidewalk
3. Dash number along with student name appears on whiteboard in their respective classroom
4. Student is dismissed from class to car
5. Officer Pangallo will coordinate dismissal traffic at the lot exit and Beechwood Rd.
6. Process is repeated for all cars that arrive in the loading zones
7. This occurs until all students have been picked up

**ELEMENTARY DISMISSAL NOTES:**

- These guidelines and procedures also apply to students with HS siblings
- We ask that parents who are picking up remain in their cars if possible, all students will be supervised when walking to cars
- If you need extra sets of numbers please contact Shaun Birindelli (shaun.birindelli@beechwood.kyschools.us)
- Give your extra numbers to any family member/carpool group member that may be picking up
- Any unforeseen circumstances should be brought to the attention of the Elementary Office

\*\*\*PLEASE KEEP YOUR ARRIVAL FOR PICK UP BETWEEN 2:40 – 3:10. OUR EMERGENCY ACCESS LANES NEED TO REMAIN CLEAR IN CASE OF FIRE, ETC.

\*\*\*Student **safety** is our #1 goal. This new procedure may be slow at first, but as we become more efficient and work as a team we hope to improve the **safety** and structure of dismissal.

## **HIGH SCHOOL**

### **Arrival**

Students may arrive to school between 7:10 and 8:05. Entry into building will occur as follows:

7:10 - 8:05 Old High School Entrance (**doors will not open until 7:10 a.m.**)

7:50 - 8:05 New High School Main Entrance

\*\*Please PROCEED WITH CAUTION while dropping off students on the high school side.

\*\*Ashton Road begins two way traffic in front of new high school main entrance. Let's be courteous to our neighbors and follow all traffic rules.

## **Dismissal**

3:00 p.m.

All pick-ups are to occur in the right hand lane of the "High School Side".

**Please keep the Left hand lane open at all times.**

## **Staff and Visitor Parking:**

- Visitor parking is clearly marked on the ground and on the Parking Maps. LOOK FOR A LARGE LETTER "V" for the visitors spots! We have several staff that may come and go during the day. Please be considerate and only park in the designated visitors spots! Thanks.
- NO PARKING ZONES are clearly indicated on the ground and on the Parking Maps, please comply with this request. You may be towed or ticketed.
- Numbered spots are for staff only. Please be courteous to OUR hardworking staff and refrain from parking in a numbered spot – even if it is empty. You may be towed or ticketed. (7:00 a.m. – 3:00 p.m.)

## **Student Parking:**

- Seniors will park in the rear lot by the stadium bleachers and field ( Spots 1 – 48 S)
- Students must have parking tag displayed. Students may not share parking tags.
- Some Seniors will be allowed to park in these spots by entering parking pass lottery. See below.
- The lottery will be held on Friday, August 18th at 3pm in the commons. Seniors will need to bring the following to be eligible:
  - *Driving Privilege Form*
  - *Drivers License*
  - *Proof of Insurance*
  - *Proof of Paid Fees from last year*
  - *A check for \$35.00.*

## SAFETY

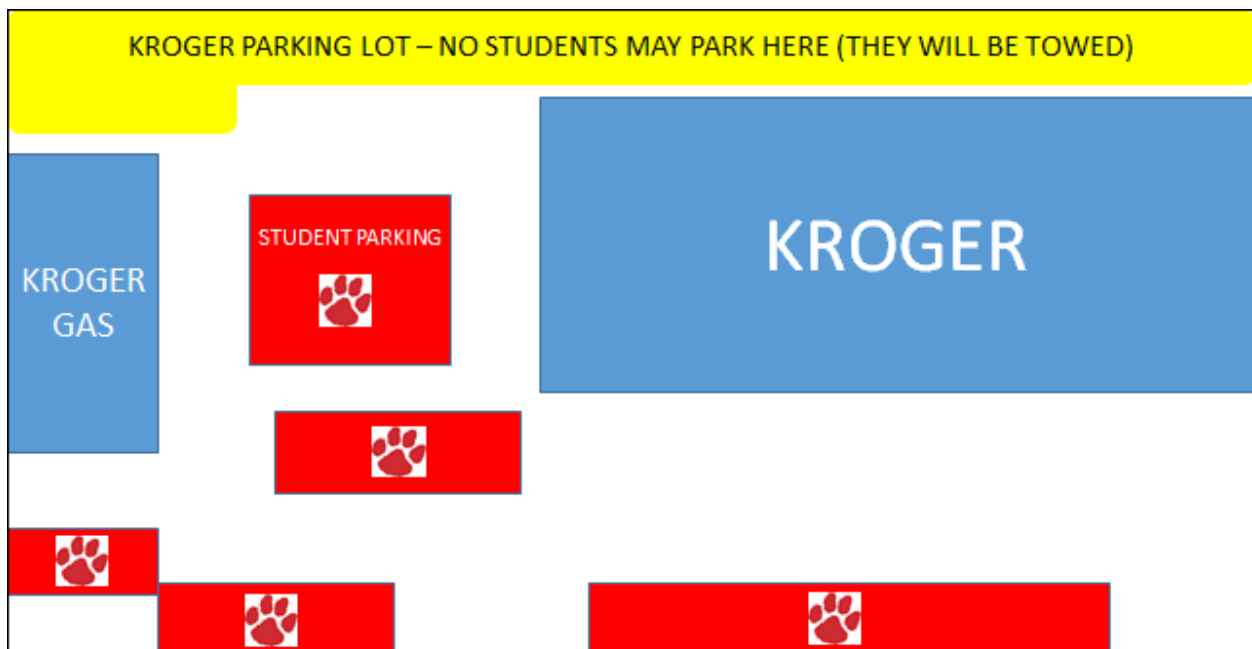
**\*\*EVERY child's safety is our main priority with establishing a clear plan for arrival, dismissal, and parking. Please be compliant, patient, aware, and safe when driving on campus!**

### Kroger Parking:

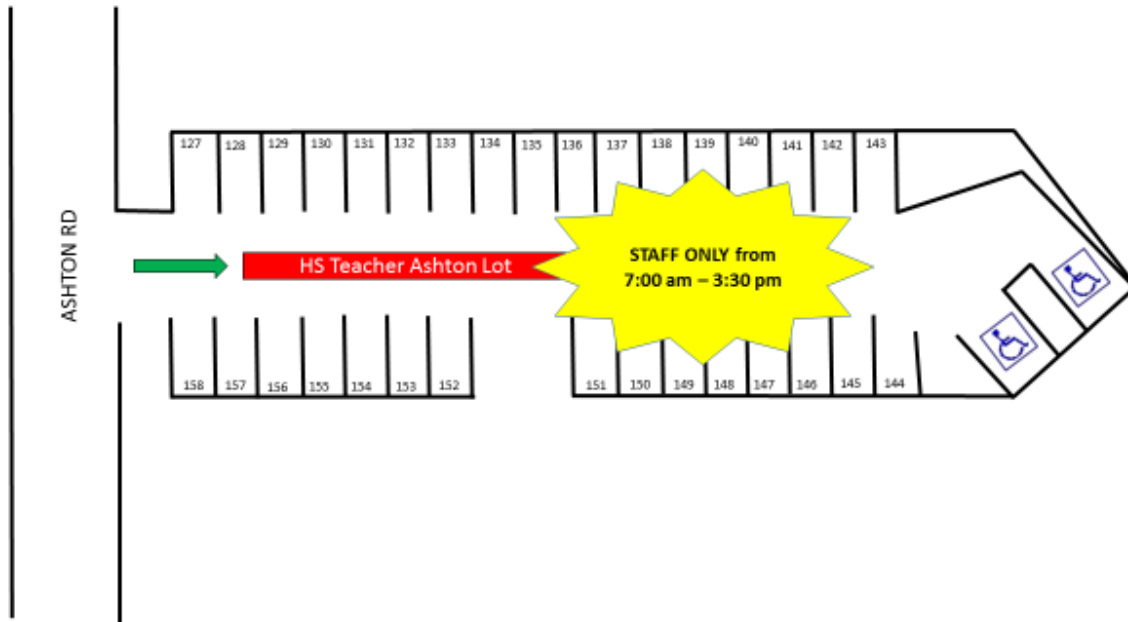
We are thankful that Kroger has donated 36 spots for our students to park. However, we must be considerate to park only in those designated spots. We have received correspondence from Kroger that Beechwood students were parking in Kroger employee spots. Please be considerate of the Kroger expectations, we need to show them how thankful we are for their generosity!

**KROGER spots will be designated with a TIGER PAW in the parking spot. Any student parked illegally or not in designated spots will be towed per request of Kroger.**

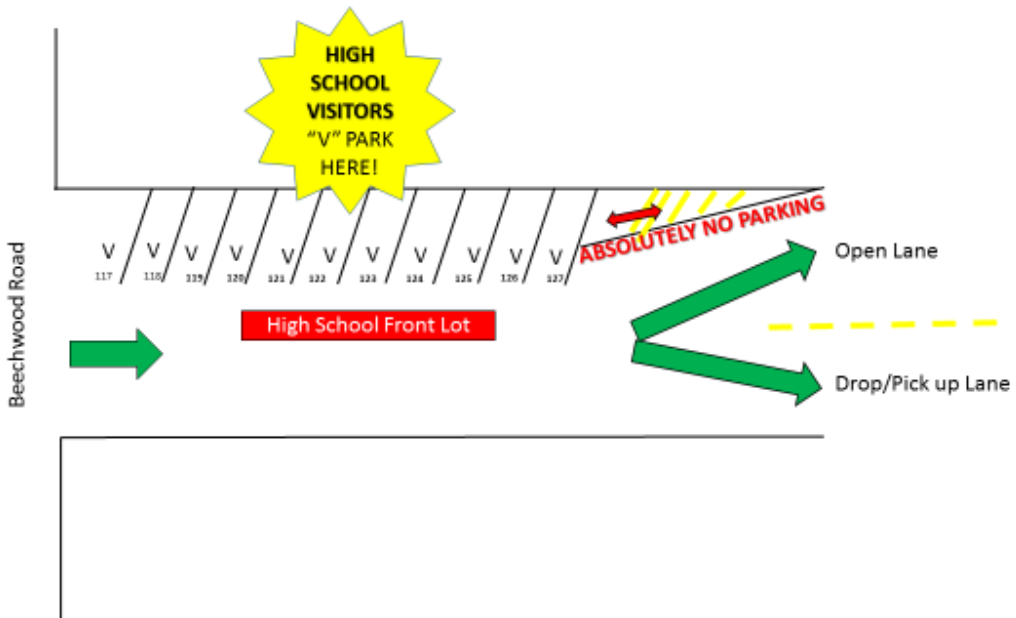
Below is a detail of our allotted Kroger parking spots: (these are first come, first serve DAILY)



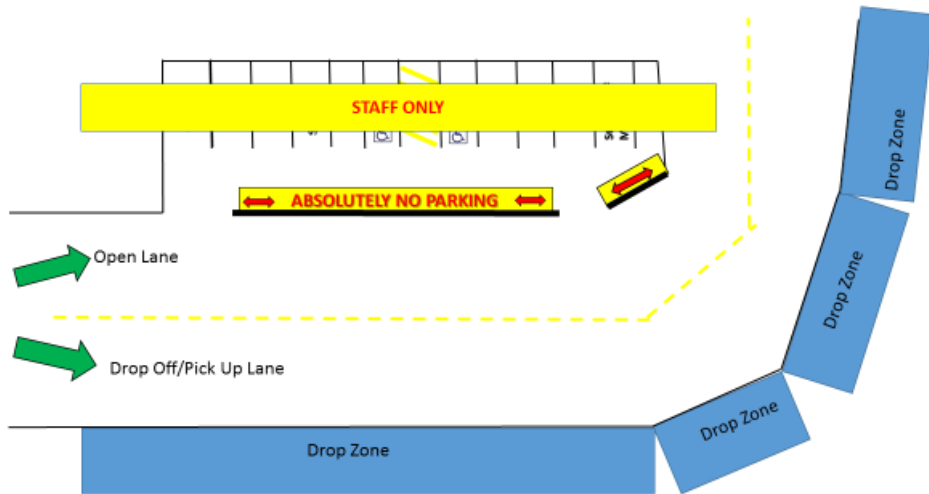
**Maps** High School Ashton Lot (TEACHER ONLY 7am – 3:30pm )



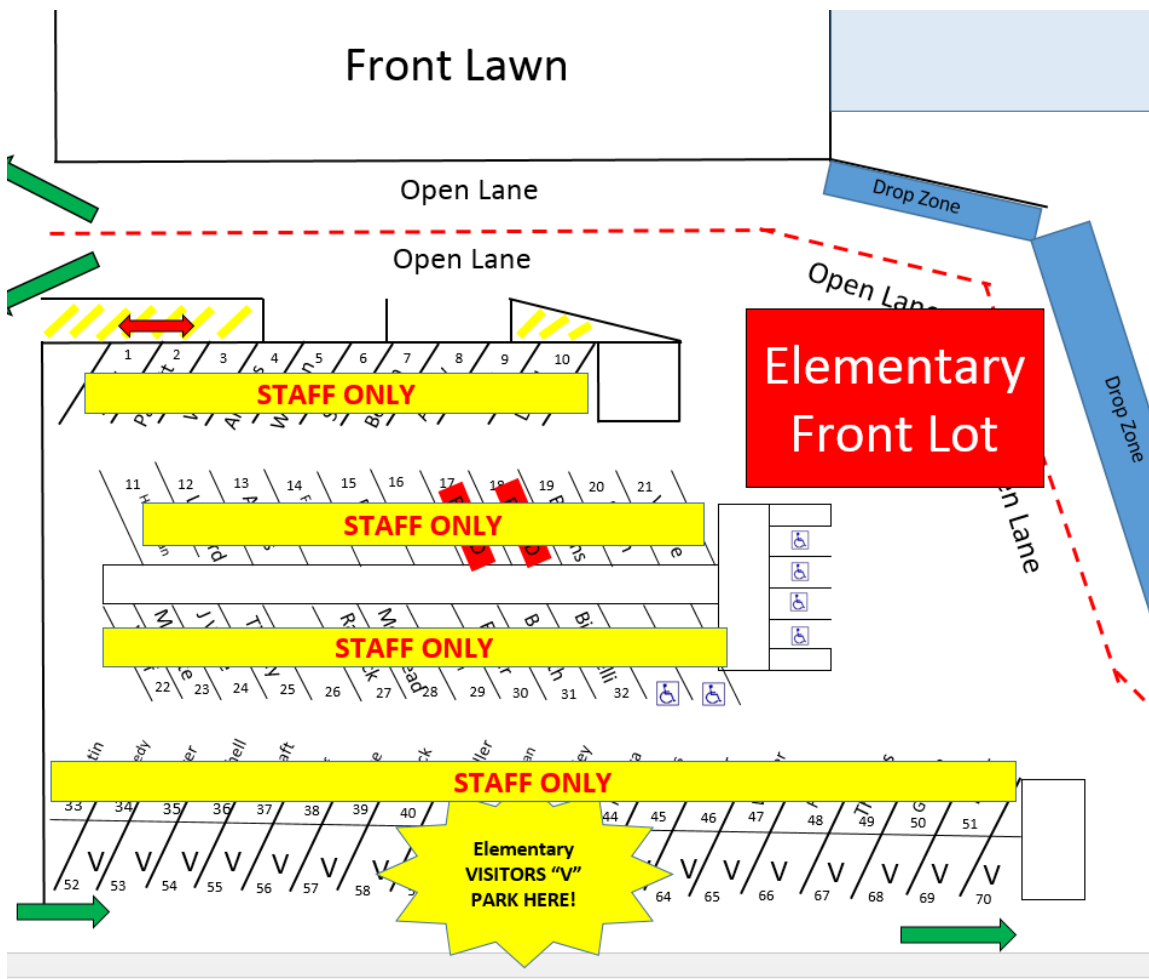
**High School Side Entrance**



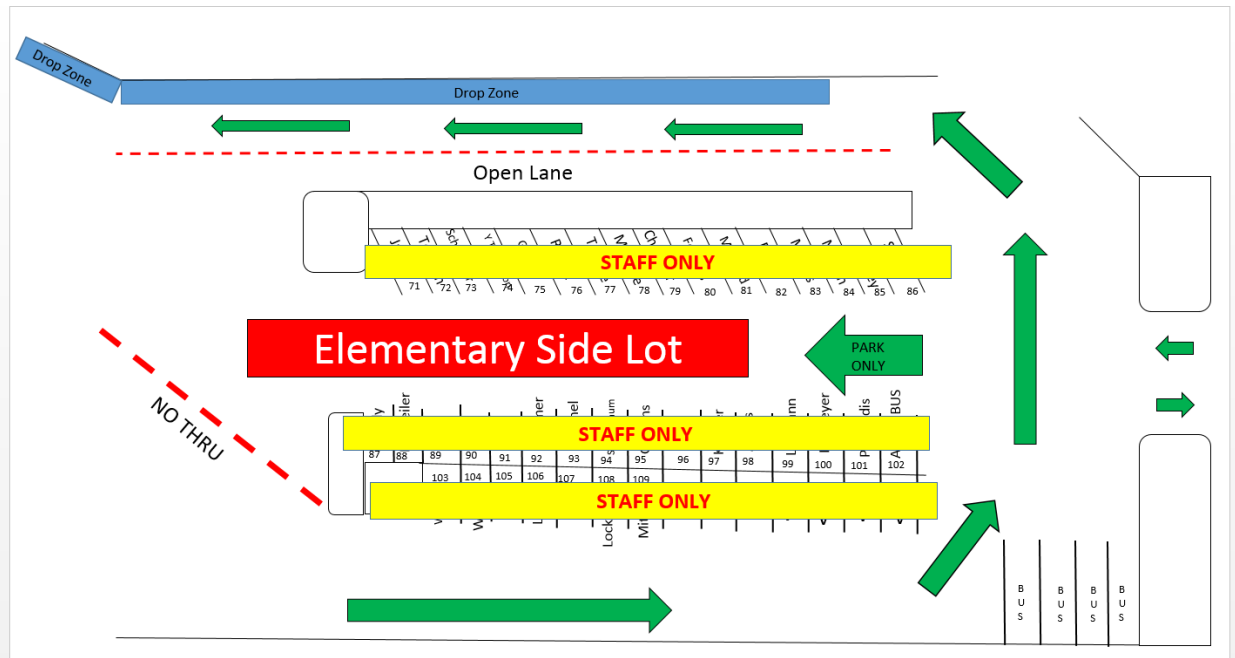
**High School Drop-off and Pick up Zones** (Please notice the designated staff spots, handicapped, and no parking zones)



**Elementary Front Lot** (No parking, dropping off, picking up, or waiting in the parking area. Also notice the waiting zones for elementary K - 3)



**Elementary Side Lot** (Notice NO VISITOR PARKING IN SIDE LOT)



**Staff/Student Rear Lot** (There is no visitor parking in this lot and this lot needs to be completely clear at 3:30 p.m. daily)

***EVEN STUDENTS WILL HAVE TO MOVE THEIR CARS FROM THIS AREA by 3:30pm.***

