



## **Morgan Kincaid Preparatory School of Integrated Studies**

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Student safety is a priority of the Adelanto Elementary School District; therefore the Board has implemented a closed campus policy for all of the schools as a method of increasing campus safety and security. Please adhere to the following parent drop-off and pick-up procedures to ensure all visitors to Morgan-Kincaid School are both registered and monitored.

### **Parent Drop-Off and Pick-Up Procedures**

The drop-off and pick-up areas are located at the front of the school on Luna and on the side of the school on Mesa Linda Ave. Please follow traffic patterns indicated by signs and arrows for the drop-off and pick-up zones. Do not park in non-designated parking spaces. Please pull-up all the way through the drop-off/pick-up zone to enable the maximum number of cars to unload and load. Parents please remain in your cars.

Students are not allowed to cross through the parking lot to enter campus. Please guide your child along the sidewalk to enter our campus through the front gate next to the Office or the Blue Entry gate on Mesa Linda Avenue. If you are in the parking lot please use the designated crosswalks. Parents who would like to walk students to the front entrance should park in the parking lot and walk their children to the gates. Only students are allowed to enter campus at morning arrival and afternoon dismissal times. This is when the greatest number of people enter/exit our campus. These times require that the highest levels of safety measures are followed.

Parents who would like to speak with a teacher are asked to schedule an appointment outside of instructional time. Volunteers are welcomed on campus after they have completed the volunteer training process and have received approval from the School Board. Parents who are not Board approved volunteers may visit their child's classroom for up to 30 minutes for observation only. All volunteers and visitors must sign in at the front office.

Morgan Kincaid's gates open at 7:10 a.m.; student supervision and breakfast begin at this time. Please do not drop off your child prior to 7:10 a.m. Student dismissal begins at 1:25 p.m. After school, please wait outside for students to exit the campus. We ask that parents not ask to have students called to the office early if at all possible; if you need to pick up your child early then you are to park in a designated space in the parking lot and come to the front office to sign your child out.

## Safe Routes To and From School

Morgan Kincaid is located on the corner of Luna Rd. and Mesa Linda Ave. Students walking to and from Morgan Kincaid should use sidewalks and intersections marked by stop signs and cross walks. Students should take extra care when crossing at major intersections located at Mesa Linda Ave. & Luna and Cobalt & Luna.

Students who live east of the school should use Luna Rd.

Students who live west of the school should use Luna and cross at the corner of Luna and Mesa Linda.

Students living south of the school should use Mesa Linda Ave. Those students living on the west side of Mesa Linda Ave. should cross at the corner of Mesa Linda and Luna Road.

Students living north of the school should cross at Luna and Mesa Linda.

### Safety Precautions:

1. Never walk home alone, it is safest to walk home in pairs or groups.
2. Always use the available sidewalks and walk where there are people. Don't take short cuts across the deserts or construction sites.
3. Always use a crosswalk or other marked area to cross busy intersections.
4. Always look both ways before you cross the street.
5. Do not hide behind buses or parked cars, or try to cross the street from these locations.
6. Do not talk to strangers.
7. Be observant and obey all safety signs.
8. Walk with the traffic, not against it.
9. Students are expected to follow the school rules while waiting for parents in the park.
10. Obey the directions given by the crossing guards at: Mesa Linda and Bombay, Luna and Mesa Linda, Luna and Chimayo.

Go directly home!

Students riding bicycles or scooters to school must obey all traffic laws, wear a helmet, use marked sidewalks and lock bicycles in the appropriate area at school.

Following these basic safety rules will provide our students with a more secure way of getting to and from school.

Thank you for your cooperation.