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*Draft Traffic, Parking Management Plan, and Procedures*

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**SECTION 1. PURPOSE**

Mile High Academy (“MHA”) is committed to managing traffic and parking in a safe and effective manner for the benefit of its students and the community. As a matter of school policy, MHA property is to be used for all pickup and drop-off of students and for parking for school events. This Traffic and Parking Management Plan and Procedures maximizes the efficiency of the drop-off/pickup and special event parking systems while prioritizing student safety and well-being.

**SECTION 2. SAFETY PRECAUTIONS**

As a matter of school policy, no electronic devices of any kind, including Bluetooth or other hands-free devices, may be used by drivers in the areas designated as Staging and Loading Areas. Further, to ensure the safety of all, a vehicle may not exceed 10 mph on school property at any time for any reason.

Mile High Academy’s parking lot is a one way parking lot. There is one entrance and one exist please adhere to this directive to keep our students safe.

**SECTION 3. FAMILY NUMBERS**

Upon enrollment, each MHA family will be assigned a family number. One copy of this family number will be printed by MHA on authorized Carpool Tags and distributed to each family. Five additional Carpool Tags will be available at registration. Original Carpool Tags, not copies, must be displayed on the visor, dashboard, rearview mirror, or windshield of the passenger side of the vehicle and be clearly visible to Faculty/Staff Member on Duty. All students will be issued a mini Carpool Tag that will may be attached to each students backpack. It will be helpful for student to memorize their family number. If you are carpooling, you must have a Carpool Tag for each family of the students being picked up.

Each family must provide a Carpool Tag to anyone else that is authorized to pick up their children. For security reasons, the Faculty/Staff Member on duty will not allow a student to enter a vehicle that does not display an authorized Carpool Tag. If the driver of the vehicle does not have a Carpool Tag, the driver must park and go to the main office to check out students. No one will be allowed to pick up students with outdated or non-school issued Carpool Tags. Carpool Tags must be on display until you have loaded your children in your vehicle.

MHA will only issue replacement Carpool Tags upon the showing of valid identification.

If your student is physically or medically restricted from walking from or to the designated loading zones to the school, please notify school administration as soon as possible so that reasonable accommodations may be made.

## SECTION 4. DROP-OFF AND PICKUP TIMES

Morning drop-off	P-12th:	7:15 a.m. – 7:55 a.m. *
Afternoon Pick-up	Preschool:	11:30 – 12:00 pm
Afternoon Pick-up	P-8:	3:25 - 3:40 pm
Afternoon Pick-up	9-12:	3:45 – 4:00 pm

\*Students not in their seats by 8:00 a.m. will receive a tardy slip.

## SECTION 5. MORNING DROP-OFF PROCEDURES

**See Attachment A for a detailed map of the traffic plan and designated areas.**

### **MORNING DROP-OFF FOR P-8TH Grades COMMENCES AT 7:15 A.M.**

Students are not permitted on school property prior to 7:15 a.m.

Students who walk to school must use the designated crosswalk located on Dad Clark to access the sidewalk on either side of the parking lot. At no time should a “walker” cross through the parking lot of the school to access the main entrance of the school.

Drop-off for all P-8th grade students begins at 7:15 a.m. Drivers will line up single file along the Right Lane, which is designated at the entrance. Drivers intending to park should use the Left Lane and proceed directly to the parking lot. Parents arriving after 7:45 a.m. should expect to wait longer in the drop-off line.

### **DESIGNATED DROP-OFF AREA**

The designated drop-off area is the right lane in front of the main entrance to the school (the [Blue Dot Loading Zone](#)). Faculty/Staff Member on Duty will monitor this area during morning drop-off. Drivers may not let students out of the vehicle until a Faculty/Staff Member indicates that drop-off is ready to begin.

Once directed, vehicles in the designated drop-off area may release student(s) only from the right/passenger side of the vehicle. At no time may students exit a vehicle from the left side. Once all students have exited their vehicles, they must promptly enter the building through the main entrance and proceed directly to the cafeteria. Drivers should take care that all of their students reach the sidewalk safely before pulling forward. Students sometimes chase papers, balls, etc., moving unexpectedly to retrieve them, and are not easily seen by drivers.

Students should be released from the vehicle only when the vehicle comes to a stop in the drop off line. Drivers must pull all the way forward before stopping in the drop-off area.

Once students have been released from the vehicle and it is safe to pull forward, vehicles will proceed to exit the school along the right lane to the exist. Do not pull into the left lane, unless instructed to do so by a Faculty/Staff Member.

### *Preschoolers Drop Off*

Preschool students must be signed in by a parent, guardian or authorized person. Preschool families should use the Left Lane and proceed directly to Preschool designated parking. Parents, guardians, or authorized persons must accompany the child to the Preschool door and sign them into preschool.

### **MORNING DROP-OFF FOR 9-12<sup>th</sup> Grades COMMENCES AT 7:15 A.M.**

Students are not permitted on school property prior to 7:15 a.m.

Students who walk to school must use the designated crosswalk located on Dad Clark to access the sidewalk on either side of the parking lot. At no time should a “walker” cross through the parking lot of the school to access the main entrance of the school.

Drop-off for all 9-12th grade students begins at 7:15 a.m. Drivers will line up single file along the Right Lane. Drivers intending to park should use the Left Lane and proceed directly to the parking lot. Students arriving after 7:45 am should expect to wait longer in the drop-off line.

### **DESIGNATED DROP-OFF AREA**

The designated drop-off area is the right lane in front of the main entrance building (the [Blue Dot Loading Zone](#)) Vehicles in the designated drop-off area may release student(s) only from the right/passenger side of the vehicle. At no time may students exit a vehicle from the left side. Once all students have exited their vehicles, they must promptly enter the building through the upper school main entrance and proceed directly to the upper school commons. Drivers should take care that all of their students reach the sidewalk safely before pulling forward. Students sometimes chase papers, balls, etc., moving unexpectedly to retrieve them, and are not easily seen by drivers.

Students should be released from the vehicle only when the vehicle comes to a stop in the drop off line. Drivers must pull all the way forward before stopping in the drop-off area.

Once students have been released from the vehicle and it is safe to pull forward, vehicles will proceed to exit the school along the north driveway.

*\*Upper School students must enter through the Main MHA entry after 8:00 am and obtain a tardy slip.*

### **TARDY SLIPS**

Tardy slips will be given for students dropped off after 8:00 a.m. since students are required to be in their classrooms and seated at 8:00 a.m. If you arrive after the Faculty/Staff Member on Duty have gone inside for the morning, you must park your vehicle in the parking lot across from the main entrance and escort your child to the office to sign them in. This is to ensure that no student is left unescorted in the parking/loading areas. Your child will receive a tardy slip.

Should there be inclement weather, the Faculty/Staff Member on Duty may stay longer to supervise drop-off, and tardy slips may be suspended at the discretion of the school office.

## **SECTION 6. AFTERNOON PICKUP PROCEDURES**

See Attachment A for a detailed map of the traffic plan and designated areas. Drivers must approach the drop-off/pick-up from the east (driving west on Dad Clark) and exit to the right. Left turns off Dad Clark may cause delay both for the pick-up line and leaving the parking lot.

### **AFTERNOON PICKUP FOR P-8TH GRADES COMMENCES AT 3:25 P.M.**

Drivers may begin to line up along the Right Lane as they enter the parking lot. Drivers must enter the south/east entrance. Drivers intending to park should use the Left Lane and proceed directly to the parking lot.

If you arrive after 3:45 pm please use the Left Lane and go directly to the parking lot and park. Your child will be taken to After School Care where you can then check them out. Afterschool has its own entry and you may proceed directly to that entry. (Please Attachment A for entry door)

### *Preschoolers Pick Up*

Preschool students must be signed out by a parent, guardian or authorized person. Preschool families should use the Left Lane and proceed directly to Preschool designated parking. Parents, guardians or authorized persons must accompany the child to the Preschool door and sign them into preschool.

### **DESIGNATED STATUS**

Each student will be designated as a “Carpooler,” or “Walker”. Students will be dismissed according to their designated status. Parents may contact the school office prior to 3:00 p.m. to inform the school of a one-day exception or change in designated status. All drivers must have school-issued Carpool Tags with the family number visible when entering the site. Any driver not following these procedures may be fined.

### *Carpooler*

By default, students are designated as “Carpoolers.” This includes all students in one family being picked up. Students with more than one sibling will be sent to the youngest sibling’s room so that families are picked up together.

Carpooler who have students in both K-8 and 9-12<sup>th</sup> grade will need to do the following:

- K-8 students will need to stay in the classroom of the youngest sibling and wait all carpoolers who are 9-12<sup>th</sup> grade will make their way to that classroom to be dismissed together.

Carpoolers may walk home only if the parent or guardian informs the school prior to 3:00 p.m. on the day of the exception, and the student otherwise has complied with the requirements for Walker status.

### *Preschooler*

Students are designated as Preschoolers if they attend MHA’s preschool.

### *Walker*

A student can be designated as a Walker only if

- 1) a Walker form is on file at the office and
- 2) the student and their parent or guardian attend a school-authorized Walker safety class. The Walker safety class will be offered during registration at a designated time please sign up at during enrollment.

### **LOADING ZONES AND BUILDING EXITS FOR CARPOOLERS**

The school has one loading zone for Carpoolers in afternoon pickup: the [Blue Dot Zone](#)

- The [Blue Dot Zone](#) consists of the lane located directly in front of the main entry to the school.
  - K-12<sup>h</sup> Grade Students are picked up in the [Blue Dot Zone](#).

The Right Lane will be utilized as a queuing area for vehicles waiting to load.

Students will be dismissed in groups based on when drivers arrive, and the students will be instructed to go to their designated waiting areas within the school.

### **PROCEDURES FOR CARPOOLER PICKUP**

Drivers picking up Carpoolers must enter in on the Right Lane and wait in line. Drivers in queue will pull their vehicles as far forward as possible. Drivers will proceed to the Faculty/Staff Member located at the **Blue Dot** sign; family number(s) Carpool Tag(s) must be visible on the dash of the car.

Drivers must pull their vehicles all the way to the front of the **Blue Dot Zone**. All other vehicles must pull as close behind the previous vehicle as possible.

All vehicles within the loading area must wait until the Faculty/Staff Member directs the vehicles to leave. Once all Carpoolers have been loaded in their vehicle, the driver must remove the Carpool Tag from the windshield to signal the Faculty/Staff Member on Duty that the vehicle is ready to leave.

### **SECTION 7. DROP-OFF AND PICKUP RULES**

The following rules apply to both morning drop-off and afternoon pickup for all grades, and all parents/guardians are required to abide by these rules:

- Be courteous; practice the virtues of temperance, tranquility, and humility that your children are learning in school.
- Do not use electronic devices of any kind, including Bluetooth or other hands-free devices, during drop-off and pickup.
- If you are driving, prepare your child for drop-off before you arrive in the morning. Coats should be on or in hand; backpacks and lunchboxes should be packed, on laps or easy-to-reach; and when possible, children's seating order in the vehicle should match the order in which they will exit the vehicle. Make sure your child's backpack can be carried or maneuvered by that child.
- Respect the Faculty/Staff Member on Duty and follow their directions at all times. Faculty/Staff Members on duty do their best every day to uphold the rules of the school and to make drop-off and pickup run as safely and smoothly as possible.
- Do not allow your student to exit your vehicle on the left side at any time.
- Do not line up prior to 7:10 a.m. for morning drop-off or 3:15 p.m. for afternoon pickup.
- Do not hold up the line by chatting with a Faculty/Staff Member. Carpool is not the time or place for impromptu discussions.
- Do not attempt to pass the vehicle(s) in front of you at any time during drop-off or pickup. Follow the vehicle in front at all times unless directed otherwise by a Faculty/Staff Member.
- Please park if you need to discuss something with another parent or teacher.

### **SECTION 8. EMERGENCIES**

It is possible that emergency vehicles will need to reach the building during drop-off and/or pickup times. In the event of such an emergency, please follow the instructions of the Faculty/Staff Member on Duty. In the absence of such instruction, make every effort to make way for emergency vehicles on your own. If you are exiting the parking lot, stop and wait for the emergency vehicle to pull to the front of the school. If you are in a Loading Area, pull into the parking lot and park. Importantly, vehicles may not be parked and left unattended in the fire lane at any time.

### **SECTION 9. AFTERNOON WALKERS**

At 3:25 p.m., students designated as "Walkers" will be released from class and allowed to exit the building through the main entry. Walkers will proceed to Dad Clark along the back sidewalk closest to the main

entry) and proceed home on the sidewalk. If Walkers need to cross Dad Clark Drive or any other street, Walkers must cross in the designated crosswalk.

MHA, Rocky Mountain Conference and their employees and volunteers are not liable or responsible for the welfare of a child or child's behaviors and actions while walking to or from school property. MHA does, however, request that every parent and student act responsibly and respectfully when traveling to and from school property. All students and parents should be mindful that their actions impact the reputation of MHA in the community. Walker designation can be revoked at any time at the school's sole discretion.

Parents/Guardians meeting Walkers on a public street must obey all traffic laws and parking signs and are subject to being ticketed by the Douglas County Sheriff if laws are not followed. No stopping, loading or parking is allowed on Dad Clark at any time.

#### **SECTION 10. EARLY AFTERNOON PICKUP**

If you need to pick your child up from school early for a doctor's appointment or another pre-arranged reason, you must park in the parking lot and come to the front office to sign your child out before 3:00 p.m.

Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early dismissal is disruptive to the student(s) and the entire class. The office reserves the right to deny early pickup.

#### **SECTION 11. INCLEMENT WEATHER**

If there is inclement weather in the morning, please check the school website for delays and cancellations.

Due to limited parking at the school, there are no provisions for inclement weather except for lightning. In the event of lightning, drop-off and/or pickup will be suspended; all children and staff will remain inside the building. Drop-off and/or pickup will start or resume and Walkers will be released when it is safe to do so.

In Colorado, the weather changes frequently. Accordingly, please provide your children with clothing appropriate for inclement weather.

#### **SECTION 12. PARKING**

There is no overnight parking permitted on the MHA premises. Do not park and leave your vehicle in the drop-off/pickup lines or in the fire lanes. The school reserves the right to have any unattended vehicle immediately towed if that vehicle is illegally parked, could impede the progress of drop-off/pickup, or is considered a threat to safety.

Upper School students who are of age to drive are to park in Upper School designated parking. Please see Map for specified parking area.

#### **SECTION 13. SPECIAL EVENTS**

During special events, all parking spaces will be available for parking as well as the Horizon Church to the east of our property, and along Dad Clark Drive. You may park there and walk along the sidewalk back to our campus.

#### **SECTION 14. EMERGENCY LOCK DOWN**

In the case of an emergency that requires the school to be locked down (e.g., criminal in area, crime scene next door, tanker truck spill), parents/guardians will be notified via email. Parents/Guardians are not allowed into the building until the conditions have improved and MHA has given the “all clear.” Parents/Guardians will be notified electronically when they may pick up their children.

#### **SECTION 15. WAYTOGO**

Reduce traffic congestion, improve air quality, and make life better for our community. As a school, we want to support and provide a way for you to connect with your neighbors and carpool to school. The office will be happy to assist you in finding creative ways to get your child to school. Please contact the office for more information on WAYTOGO, which is our way of informing each of you of families who live in your area. We are also eager to help you find ways to use the varying methods found on RTD and Light Rail. There is a park and ride just a block to the east of the school off University.