

**2019-2020 Driveline Directions for Staff
Agritopia Pick-up Process**

Driveline Groups	Official Dismissal Times (Walkers and Door Pick-up)	Driveline Times	Secret Punch Time	Screen Set up and Ready
Green Group = Grades K-3	3:00pm	3:00-3:05pm	2:55pm	2:50pm
Gold Group = Grades 4-6 (plus younger siblings)	3:10pm	3:10-3:15pm	3:05pm	3:00pm
Maroon Group = Grades 7/8 (plus younger siblings)	3:20pm	3:15-3:20pm	3:15pm	3:10pm
No Driveline Group = Grades 7/8 (without younger siblings)	3:20pm	—	—	—

Park & Pick-Up: Parents who choose to park in the parking lot and meet the student at the classroom door may do so. Once you pick up your student, please supervise him/her. Running and throwing balls in the congested courtyard is not safe and hinders those making their way to the pick-up zone. **Please remember, you may not park in the traffic circle on Agritopia Loop, at the clubhouse or in neighborhood designated parking spaces.** This creates safety hazards, slows the process down for the school community, and makes for poor neighborhood relationships.

Driveline is the process used at the Agritopia campus in grades prekindergarten to 8th grade to coordinate a rapid student release in a safe, quick and orderly fashion. Driveline minimizes student exposure to extreme weather conditions, parent wait times, students wandering around school grounds, and local traffic problems. Students in Grades 7 and 8 without younger siblings will not use Driveline but will be released at 3:20pm from their classrooms to carry out their after-school get-home plan.

Parking Lot: Agritopia has a one-way parking lot. The entrance is located by the tennis courts on Agritopia Loop, and the exit is on Promenade Lane. During Driveline (2:50 - 3:20pm) cars may only enter the parking lot by making a right turn into the lot. Left hand turns will be allowed into the parking lot during Driveline only for those who wish to park in the parking lot. Please signal the attendant to be permitted to turn left. Please follow this attendant's directions as he is monitoring traffic flow.

There are two types of lanes within the parking lot: 1) the outer pull-through lane; 2) the inner pick-up lane. Parents who wish to use Driveline and have students come to their car must enter the school parking lot and pull into the inside, pick-up lane that is closest to the building. Parents proceed to the pick-up zone area which is at the end of the inner pick-up lane directly in front of the office which is where students will load into vehicles. Parents who wish to pick-up their student from the classroom should use the pull-through lane and park in an available spot.

How does Driveline work? Each family is assigned a unique identifier number or Family ID. Color-coded car pick-up tags are issued to each family. The unique tag is to be placed on the vehicle's rearview mirror before entering the lot. The Family ID is used within Driveline to link the parent's vehicle with the student(s) in their family. Families are given two Family ID tags. These can be shared with others who may pick up your student or to share with carpools. Extra tags can be requested at the office or by emailing jamie.carver@gcsaz.org. You may also request another Driveline tag for the green or gold group for a younger sibling who has a middle school sibling participating in an after school activity.

Upon a parent's arrival to the school at release time, a staff member in an orange vest enters the Family ID from your clearly displayed pick-up tag into an iPhone. This sends the information to the classroom teachers' computers. The student is then released. It is crucial to stress with your students that they are to walk directly to the pick-up zone when the Family ID number pops up in their classroom. **If your student does not come to the zone in a timely fashion, you may be asked to drive around and re-enter the parking lot to avoid clogging Driveline.**

The parking lot attendant will only invite cars waiting in the pull-through lane with the appropriate color in the designated pick-up time. **Please do not arrive before your pick-up time.** Our parking lot cannot accommodate early arrivals. If you arrive too early, you will not be allowed to enter the parking lot. After 3:20pm students not picked up will be brought to the office and must be signed out.

Driveline numbers are assigned based on the oldest sibling. Families who have students in Grades 7 and 8 without a younger sibling will not be given a driveline number and will be released at 3:20pm. Of course, parents are always welcome to pick up their younger students at the classroom doors at the official dismissal times.

Should your family be a part of a carpool, the driver must display the Driveline tag issued by the office. Those in a carpool will display two (or more) family ID tags. Extra tags can be requested at the office or by emailing jamie.carver@gcsaz.org. For your student's safety, students will not be released with a copy of the tag or by verbally sharing the number with the parking lot attendant. The classroom teacher must be fully informed about those authorized to pick-up your student.

Walkers: Students in grades 2-5 will be allowed to walk home with parent permission. These students will be designated as walkers and released at 3:10pm. Walkers should leave the campus immediately and walk home. *Note: Although we allow it, most second graders do not walk home alone; therefore, please use parental discernment concerning this choice.*