



# Community Safety Night

**Thomas Middle School**

Brian Kaye, Superintendent

Chris Seebacher, School Resource Officer

John O'Leary, School Resource Officer



# WHO & WHY

## WHO IS IN THE ROOM?

- Dr. Brian Kaye, Superintendent
- School Resource Officer, John O'Leary
- School Resource Officer, Chris Seebacher

## WHY ARE WE HERE?

- Safe25
- Staff Supervision
- School Grounds Rules (Policy 8:30)
- Standard Response Protocol (SRP)
- Scooter & e-bikes On School Grounds
- Drop-Off & Pick-Up Routines
- Answer your questions



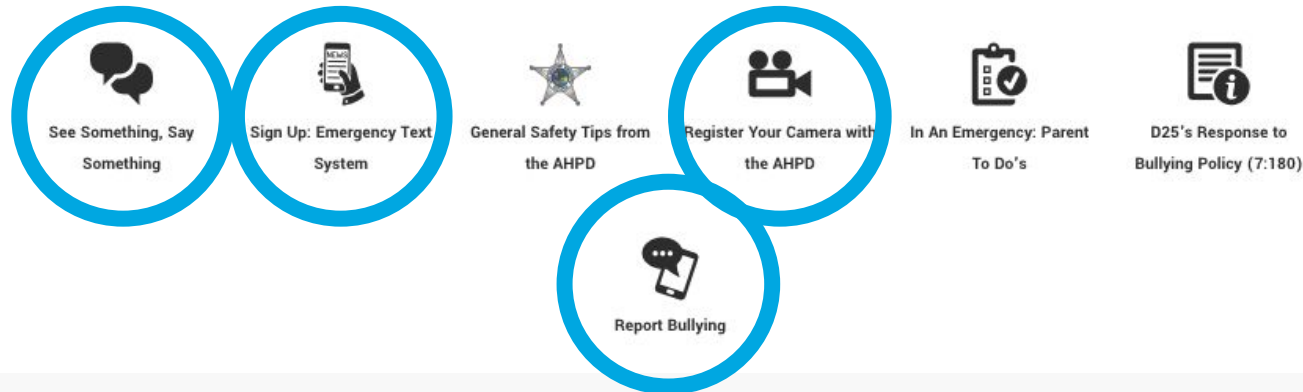
The logo is a circular emblem with a light blue background and a grey border. At the top, there is a white shield icon with a magnifying glass over a checkmark. Below this is a horizontal grey bar. The text 'SAFE25 Website' is written in a bold, black, sans-serif font across the center. In the background, the words 'AllSD25' are written in a large, light grey font, and 'SAFE25' is written in a smaller, white font at the bottom.

**SAFE25 Website**

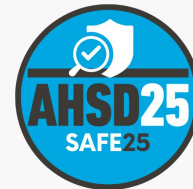
# SAFE25 ([www.sd25.org/Safe25](http://www.sd25.org/Safe25))



Welcome to the Safety Page for Arlington Heights School District 25. Ensuring the safety of our students is our top priority. We are committed to creating and maintaining secure environments where learning can thrive. School safety is an ongoing process, and we value your input in making our schools even safer. Please share your feedback with us at [safe25@sd25.org](mailto:safe25@sd25.org). Together, we can build a safer future for our students.



# SEE SOMETHING, SAY SOMETHING



**See Something, Say  
Something**

District 25 is now using an Illinois school safety helpline aimed at providing students a place to report information that might prevent bullying, suicide, and campus violence.

The program, Safe2Help, was launched statewide (Oct. 2021) and is available 24 hours a day, seven days a week. It allows students to confidentially share school safety issues. The service is free to schools. While District 25 encourages students who feel unsafe to confide in a trusted adult, Safe2Help allows students who cannot reach out in person to instead reach out for help via a mobile app, a text, email, or phone call, or seek aid through [Safe2Help.com](https://www.safe2help.com).

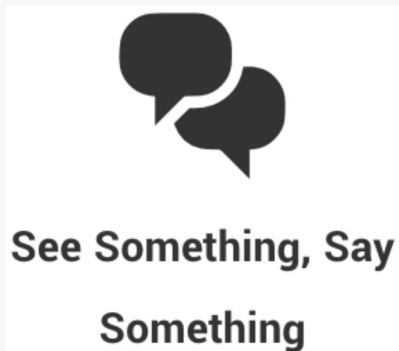
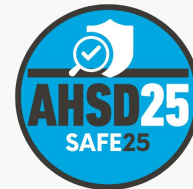
Safe2Help information resides on the back of every student bus pass as well as within their assignment notebooks.

Information gleaned from Safe2Help is vetted and shared immediately with local school officials, mental health professionals, and/or local law enforcement and 911 if calls reference immediate threats. The program offers District 25 support by connecting students with tools and mental health resources to help students before they harm themselves or others.





# SEE SOMETHING, SAY SOMETHING



844-4-SAFEIL    SAFE2 (72332)    HELP@Safe2HelpIL.com    Select Language    SEARCH...

Contact Us Now [CLICK HERE](#)

ENCOURAGING  
STUDENTS PARENTS EDUCATORS  
OTHERS

QUICK EXIT

**SAFE 2 HELP**  
ILLINOIS

## Contact Us Now

**Call**  
844-4-SAFEIL (723345)

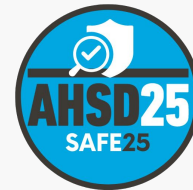
**Text**  
SAFE2 (72332)

**Web**  
Online Tip

**Email**  
HELP@Safe2HelpIL.com

**Download App**  
Download on the App Store    GET IT ON Google Play

# EMERGENCY TEXT MESSAGING



## Sign Up: Emergency Text System

Parents and Guardians:

As part of a continued effort to further enhance District communications, District 25 offers text message notifications for **emergency announcements**, including school closures due to weather.

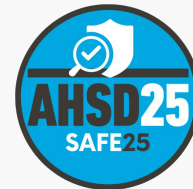
**You must opt in to receive these notifications.** You may do so now by sending a text message to **67587** with "Y" or "Yes" to subscribe. If you're not sure if you've previously opted in, you still can follow these instructions without causing any issues.

SchoolMessenger, our District communications system, does not charge recipients for text messages sent to or from your mobile device; however, you may incur a charge from your wireless carrier.

To update your contact information in our system please contact your school's main office. Note: Whenever a new cell phone is added, at any point in the year, SchoolMessenger will send a new text message alert invitation to the new number to opt-in.

Thank you!

# CAMERA REGISTRY



**Register Your Camera with  
the AHPD**



## Camera Registry

### Community Camera Registry

We are building an interactive map of security cameras in Arlington Heights that will:

- Be accessible only to the Arlington Heights Police Department
- Increase the efficiency of direct video evidence collection
- Provide immediate contact information to investigators for camera owners
- Enable communities to work together to create a safer Arlington Heights

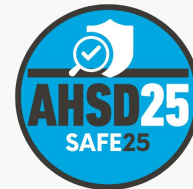


Camera registration takes less than one minute via our secure online portal. Registering your cameras does not allow the Arlington Heights Police Department access to your live video stream - it only enables investigators to know a camera is present at your location and easily request video evidence should an incident occur.

**REGISTER YOUR CAMERA**



# REPORT BULLYING



Report Bullying

## ARLINGTON HEIGHTS SCHOOL DISTRICT 25



### Bullying Concern Report

Bullying may be reported by the bullying target, witness, or other person with information about an incident of bullying. You may report a complaint to any building administrator or Diane Kaffka, Assistant Superintendent of Student Services, [dkaffka@sd25.org](mailto:dkaffka@sd25.org) or submit this form.

Bullying, including cyber-bullying, is defined in 105 ILCS 5/27-23.7 as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing the student in reasonable fear of harm to the student or students person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Teasing, peer conflicts, arguments, isolated incidents of name calling, or expressing opinions are not bullying.



**STAFF SUPERVISION**

# STAFF SUPERVISION

District 25 staff are available to supervise students **on school grounds** for **DROP-OFF** and **PICK-UP** at the following times:

## Early Childhood at Greenbrier Elementary School

Drop-Off: 9:10 am & 12:50 am

Pick-Up: 11:40 am & 3:25 pm\*

\*After all the cars have cleared they bring any students not picked up to the office.

## Elementary Schools

Drop-Off: 8:50 am - 9:05 am

Pick-Up: 3:35 pm - 3:45 pm\*

\*Students waiting to be picked up after 3:45 pm are supervised by the office.

## Middle Schools

Drop-Off: 7:30 am - 7:50 am

Pick-Up: 2:45 pm - 2:55 pm

A stylized graphic of a school building with a blue roof and white walls, centered within a light gray circle. The building has a central entrance and two side wings.

# **SCHOOL GROUNDS RULES**






# SCHOOL GROUNDS RULES



ARLINGTON HEIGHTS  
SCHOOL DISTRICT 25

## SCHOOL GROUNDS RULES

The following rules are established for the comfort and safety of all school ground users. These rules apply to all Arlington Heights School District 25 properties.

-  School grounds are not available for use during school hours.
-  Our school grounds are open Sunrise to Sunset during non-school hours
-  No Alcohol is permitted
-  For the safety of others, golfing is not permitted.
-  Littering, glass containers, and open fires are not permitted on the school grounds.



No motorized vehicles are permitted on school grounds, except in designated parking lots or municipal vehicles.



Firearms, weapons, and fireworks of any kind are not allowed on school grounds



Dogs are not allowed during school hours.



Leashed dogs are welcome to use school grounds after school hours. Dog owners will be assessed fines in accordance with Village of Arlington Heights ordinances for unleashed dogs or failing to clean up after their dog.



Group use or for-profit use of the school grounds and amenities by any person or entity other than Arlington Heights School District 25 is not permitted unless prior approval is obtained through the District.

**To report any suspicious activity, please call 911.**



# **STANDARD RESPONSE PROTOCOL (SRP)**



# STANDARD RESPONSE PROTOCOL

## IN AN EMERGENCY TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE! Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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# PARENT SAFETY TIPS

## stay calm stay alert

In the event of a school emergency, please remain calm and know that school staff, district personnel and law enforcement are working to keep your child safe.



In addition, we know that during a school emergency many of our students will try to call or text their parents/guardians. If this occurs, we ask that you stay calm and reassuring. Encourage your student to follow the directions of school staff.

## trust our communication

District 25 fully understands the importance of communication during an emergency and we are prepared and committed to provide ongoing updates throughout any situation. Based on the situation, District 25 may provide information via text, emails, phone calls, district social media and the district website so make sure to [follow us](#) a sign up for our [emergency text system](#).

Please keep in mind that the media will not always report accurate information.

## stay away from the school

We understand your desire to go to the school and the need to see your child, especially in a situation that feels scary. However, arriving at the scene before it is secure can interfere with the emergency response and puts you in danger. Past school emergencies have shown that one of the greatest challenges is how to manage the number of parents and concerned citizens rushing to the scene. By rushing to the school, parents can unintentionally create traffic jams that may block emergency responders from getting to the school or leaving if necessary to transport injured students or staff to emergency medical facilities. Families should not come to pick up their child unless given the direction to do so from District 25.



A large, light gray circular background containing a stylized house icon. The house is composed of several nested, semi-transparent shapes. The outermost layer is a light gray circle. Inside it is a light blue house shape with a white roof. The house has a white chimney on the left side. The number '25' is written in white inside the house's body. The text 'SCOOTERS & e-Bikes' is overlaid in the center of the image in a bold, black, sans-serif font.

**SCOOTERS & e-Bikes**

# SCOOTERS & E-BIKES

**Definition of an Electric Bicycle (e-Bike):** An electric bicycle is a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts (1 horsepower). E-bikes are divided into **three classes**:

**Class 1** – pedal-assist only, motor cuts off at **20 mph**

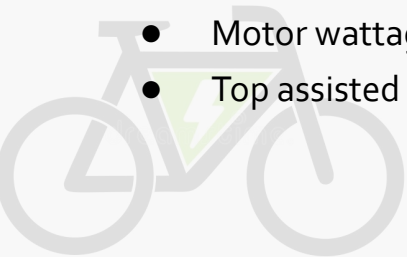
**Class 2** – throttle-assisted, motor cuts off at **20 mph**

**Class 3** – pedal-assist only, motor cuts off at **28 mph**

- **must abide by rules of the road**
- No one under **16 years of age** may operate a **Class 3 e-bike**

**Manufacturer Labeling:** All e-bikes sold in Illinois must have a **permanent label** indicating:

- Class (1, 2, or 3)
- Motor wattage
- Top assisted speed



# SCOOTERS & E-BIKES

**Currently** there is no Village of Arlington Heights ordinance that specifically addresses eBikes.

However, we do have an ordinance (Section 18-313) that **prohibits electric or gas-driven wheeled scooters**:

"It shall be unlawful for any person to use, operate or be in control of a motorized scooter on any public street, parking lot, sidewalk, bike path or other area open to the public in the Village.

For purposes of this Section, a motorized scooter is defined as **any electric or gas-driven wheeled scooter, motor driven cycle or other similar motor driven vehicle** for which the State of Illinois does not issue a title document and does not issue license plates or registration documents.

**The following uses are exempt from the provisions of this Section:**

1. Motorized wheelchairs designed to provide mobility for persons with disabilities or used by others for medical reasons and electric personal assistive mobility devices, as defined in 625 ILCS 5/1-117.7, as now or hereafter amended,
2. Operation of a motorized scooter when being used as part of a Village sanctioned event or by a governmental entity while performing maintenance duties."



# **DROP-OFF & PICK-UP ROUTINES**



# DROP OFF & PICK UP





## DROP-OFF & PICK-UP GUIDELINES:

- All teachers will be outside and available to assist our students in finding their class lines. Each classroom teacher will be standing by an orange cone holding a sign with their name so you can easily spot them.
- Kindergarten and first grade classes will exit the building first. Teachers dismiss walkers and then walk the bus students to their bus. Parents are responsible for students who are “walkers” once they exit the building.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Pick-up and drop-off take place in front of the school **on the west side of the street**, and drivers must remain in their cars to keep the line moving and prevent congestion where many students are walking.
- After buses leave around 8:55 a.m., cars may use the bus lane for drop-off; the first car should pull up to the orange cone so multiple cars can unload at once.
- To ensure student safety, please avoid stopping near Lincoln & Rockwell, Rockwell between Lincoln & Dryden, and Lincoln south of Rockwell, and always use designated crosswalks rather than crossing mid-street.
- Families are asked to drive cautiously near Dryden & Orchard, respect neighborhood driveways, and notify the school office if picking up a bus rider instead of allowing staff to release them from the bus line.

# DRYDEN ELEMENTARY



★ Crossing Guard



No Parking  
(Some areas are suggested to keep children safe & traffic flowing)



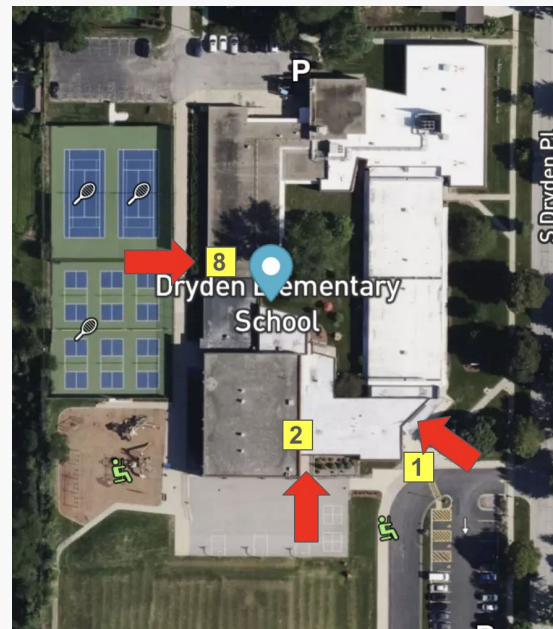
Bicycles & Walkers Only (suggested to keep children safe)



Crosswalk

Student may enter doors 1 and 2  
( and Door 8 if they park bikes at  
the bike rack).

Students in grades 3-5 may exit  
doors 1, 2, & 8. Students in  
grades K-2 must exit door 2 to  
meet adults & siblings and walk  
around to bike rack if needed.





## DROP-OFF & PICK-UP GUIDELINES:

- Arrive **after 8:50 a.m.** (no supervision earlier).
- Students enter at 8:50; must be ready by **9:05 a.m.** or marked tardy.
- Carline: enter from Roanoke, pull to curb, students exit/enter quickly.
- **Adults stay in cars.** Follow single file line; **no line jumping.**
- Entry doors: K-2 → Door 9, Grades 3-5 → Door 7.
- Dismissal 3:35 p.m.: carline → back doors, walkers → Door 1.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Stay in **single file**; wait for cars ahead to move.
- Drop-off/pick-up only at curb in the designated zone.
- Do not park or stop in traffic lanes.
- Remain in your vehicle during carline.

# GREENBRIER ELEMENTARY



## Greenbrier Elementary Traffic Safety Procedures

### Kindergarten - Fifth Grade

Drop Off 8:50 a.m.  
Pick Up 3:35 p.m.

Do not line up for arrival or dismissal more than five minutes before the above times.

#### Options:

1. Children may walk to and from school.
2. Adults may park legally on the street and escort their child or have them walk to and from the building.
3. Adults may use the car line to drop off and pick up in the back circle drive.



Walkers will exit the front doors of the school by the flag pole.

#### Drop Off/ Pick Up Zone:

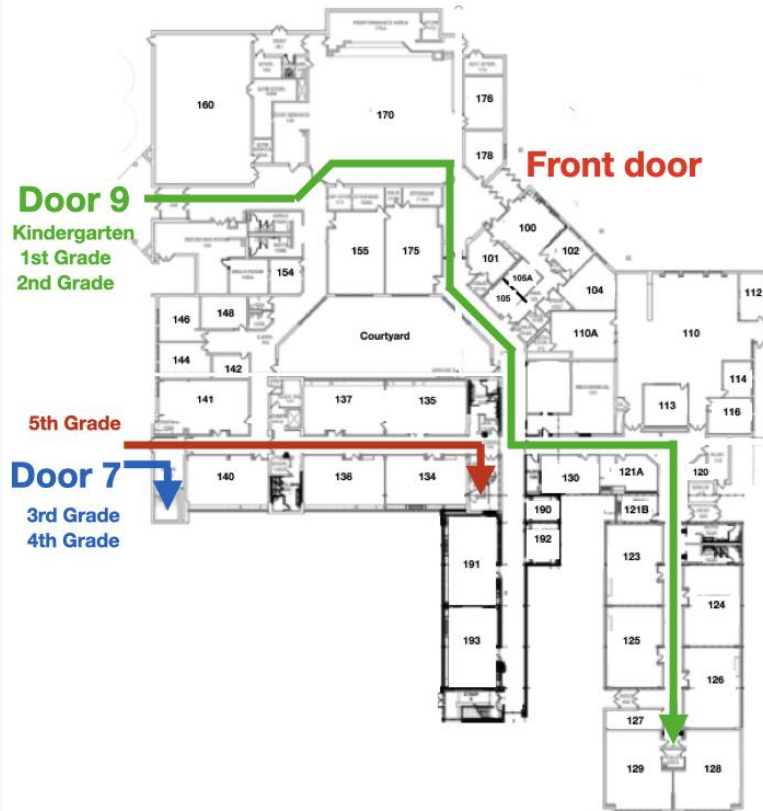
- Circle drive behind the school
- NO LEFT TURN into the parking lot from eastbound Roanoke
- NO LEFT TURN out of the parking lot.

#### Car Line Drop Off/ Pick Up Procedures:

- Enter the lot and pull forward as far as possible along the curb to the student DROP OFF/ PICK UP ZONE.
- Students must exit the car on the right side.
- Students may only exit the car after your car has passed the parked cars on the right side.
- Proceed in a single file line of cars. **NO LINE JUMPING.**
- Students should be ready to enter and exit cars at the curb.
- **Parents must remain in the car.**
- To exit the parking lot, remain in line and wait for the car in front of you to move forward. **NO LINE JUMPING.**

Be patient and courteous to other families. Bad weather days will cause the car line to move slower and make it more difficult to find a parking space.

The safety of your child is our greatest priority. Keep this in your car as a reminder and share it with others who drive your children to and from school.





## DROP-OFF & PICK-UP GUIDELINES:

- Do not enter the parking lot before **9:05 a.m.** (K–5 drop-off still in progress).
- Taxis will unload first, followed by parent cars.
- Adult to stay with child until staff comes to take child by hand.
- Parents MAY get out of cars, but need to stay by their car.
- If walking, please do not park car in parking lot. Use street parking.
- Use sidewalks. Do not walk across the parking lot.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Follow the unloading order: taxis first, then parent vehicles.
- Stay in **single file**; wait for cars ahead to move.
- Drop-off/pick-up only at curb in the designated zone.



# EARLY CHILDHOOD at Greenbrier Elementary



## Traffic Safety Procedures

### Early Childhood

A.M. Drop Off 9:10  
A.M. Pick Up 11:40

P.M. Drop Off 12:50  
P.M. Pick Up 3:20

Do not line up for arrival or dismissal more than five minutes before the above times.

#### Options:

1. You may walk your child to and from school at door 7.
2. Adults may park legally on the street and escort their child. Do not park in the staff parking lot.
3. Adults may use the car line to drop off and pick up in the back circle drive.

#### Drop Off/ Pick Up Zone:

- Circle drive behind the school
- NO LEFT TURN into the parking lot from eastbound Roanoke
- NO LEFT TURN out of the parking lot.

#### Car Line Drop Off/ Pick Up Procedures:

- Display the teacher's nameplate in the right corner of your windshield.
- Enter the lot and pull forward along the curb to the beginning of the student pick-up/drop-off zone.
- Proceed in a single file line of cars. **NO LINE JUMPING.**
- Parents must assist students in and out of the car.
- Do not leave the car unattended.
- Students and parents should wait at the car for a staff member.
- Students in taxis will be taken in and out first.
- To exit the parking lot, remain in line and wait for the car in front of you to move forward. **NO LINE JUMPING.**

Be patient and courteous to other families. Bad weather days will cause the car line to move slower and make it more difficult to find a parking space.

The safety of your child is our greatest priority. Keep this in your car as a reminder and share it with others who drive your children to and from school.



A.M. Drop Off 9:10  
A.M. Pick Up 11:40

P.M. Drop Off 12:50  
P.M. Pick Up 3:20

## Traffic Safety Procedures

### Early Childhood

Ms. Kross  
Mrs. Repsher  
Miss Vega  
Mrs. Wehrheim

Do not line up for arrival or dismissal more than five minutes before the above times.

#### Options:

1. You may walk your child to and from school at front door.
2. Adults may park legally on the street and escort their child. Do not park in the staff parking lot.
3. Adults may use the car line to drop off and pick up in the front circle drive.

#### Drop Off/Pick up Zone:

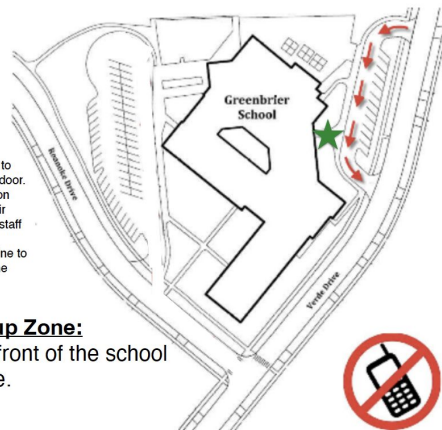
- Circle drive in front of the school by the flag pole.

#### Car Line Drop Off/ Pick Up Procedures:

- Display the teacher nameplate in the right corner of your windshield.
- Enter the lot and pull forward along the curb to the beginning of student pick up/drop off zone.
- Proceed in a single file line of cars. **NO LINE JUMPING.**
- Parents must assist student in and out of the car.
- Do not leave car unattended.
- Students and parents should wait at the car for a staff member.
- To exit the parking lot, remain in line and wait for the car in front of you to move forward. **NO LINE JUMPING.**

Be patient and courteous to other families. Bad weather days will cause the car line to move slower and make it more difficult to find a parking space.

The safety of your child is our greatest priority. Keep this in your car as a reminder and share it with others who drive your children to and from school.





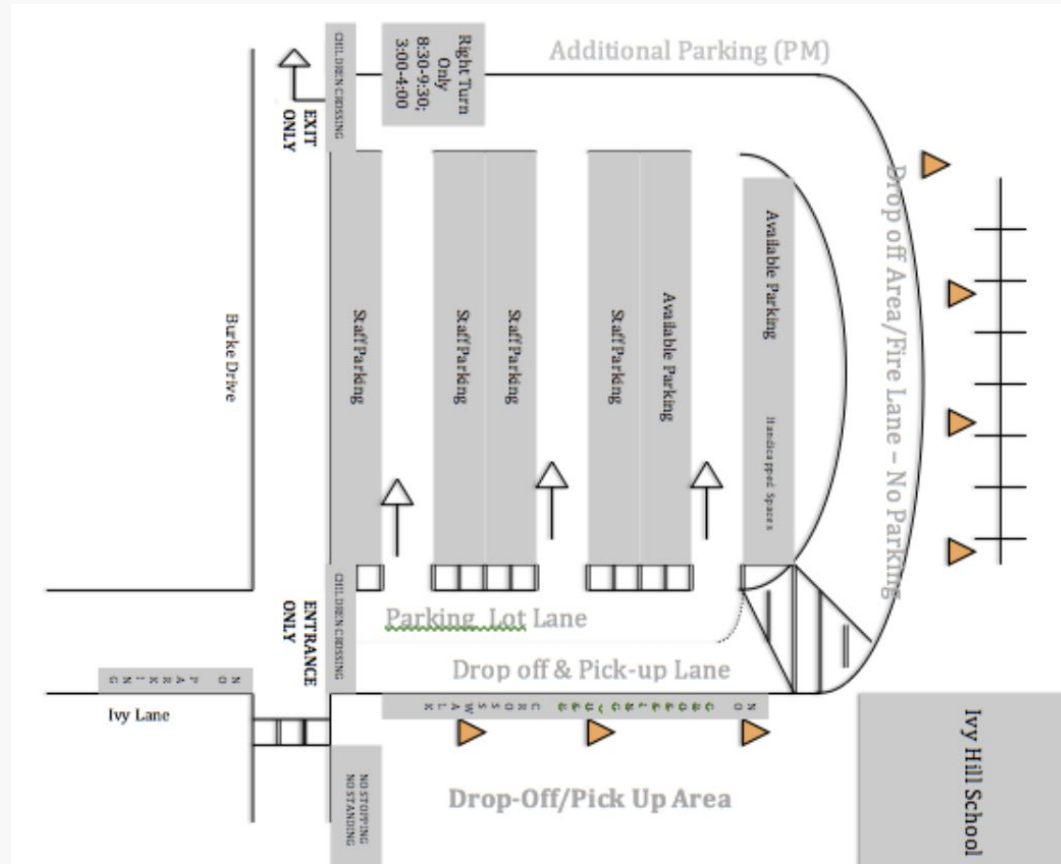
## DROP-OFF & PICK-UP GUIDELINES:

- No cell phone use in school zones (**Illinois law**). Follow staff directions at all times.
- **Morning:** Right lane = drop-off; left lane = parking. Students exit only in orange cone "Drop-Off Zone," passenger side only. Adults stay in cars.
- **Afternoon:** Use Burke/Ivy entrance. Right lane = pick-up; left lane = parking (closes at 3:20). Students enter from passenger side only; adults remain in cars.
- Bus riders use rear entrance (arrival) or separate dismissal area.
- If your child isn't outside at pick-up, park and check in at the office.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Keep intersections, sidewalks, and crosswalks clear.
- Stay in line — **no passing cars**. Move forward only when cars ahead move.
- If help is needed, park in a designated spot (not in fire lane, crosswalk, or striped/yellow areas).
- Right turn only when exiting the lot from 8:30–9:30 a.m.
- Use crosswalks only; students wait for staff direction before crossing.

# IVY HILL ELEMENTARY





## DROP-OFF & PICK-UP GUIDELINES:

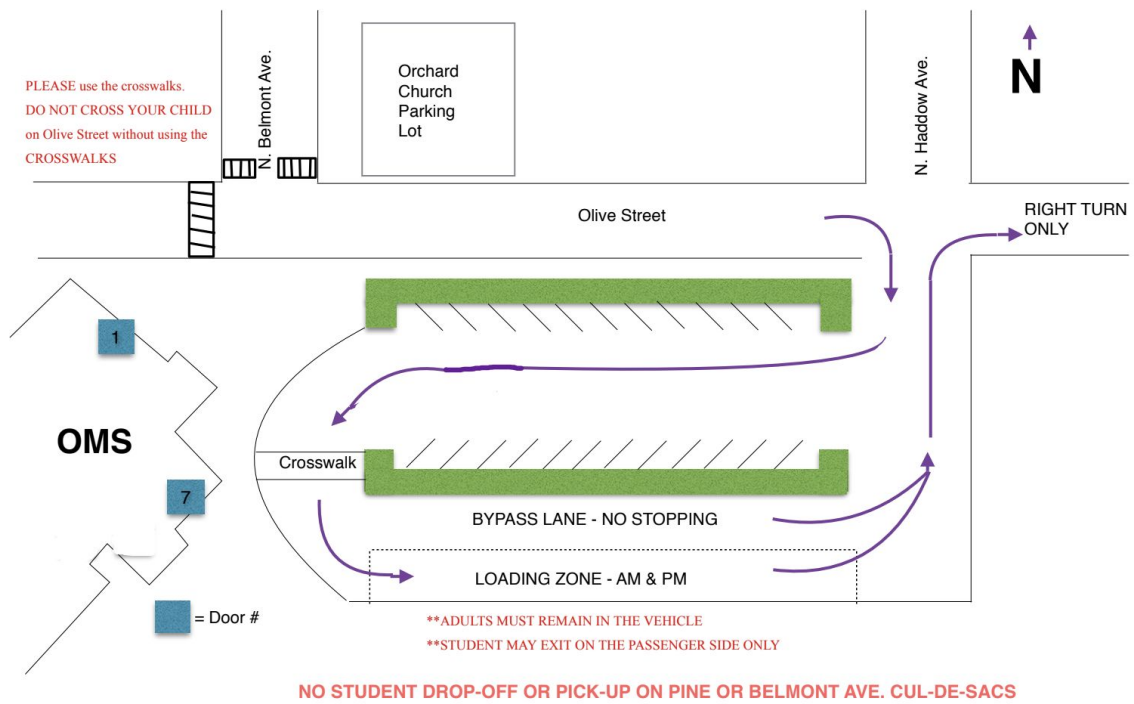
- Supervision begins at **8:50 a.m.**; students may not arrive or exit cars before this time.
- Carline: students exit/enter from **passenger side only**; adults remain in cars. No parking in the drop-off lane.
- Review procedures with **all caregivers** (babysitters, grandparents, etc.) before they drop off or pick up.
- Playground is **closed before and after school**; students must wait in designated areas.
- On inclement weather days, allow extra time and use extra caution.
- Students and families must use **crosswalks only**; do not cross Olive Street at Pine Ave (not a designated crosswalk).

## TRAFFIC FLOW & PARKING GUIDELINES:

- **Cell phone use is prohibited** in school zones, including the drop-off/pick-up area.
- Follow staff and crossing guard directions at all times.
- Be courteous to staff, students, and other families; model safe behavior for children.
- Always keep traffic lanes and loading zones clear; cross only at marked crosswalks.
- With cooperation, all students can be dismissed safely and efficiently in about 10 minutes.



## OMS Arrival/Dismissal



NO STUDENT DROP-OFF OR PICK-UP ON PINE OR BELMONT AVE. CUL-DE-SACS



## DROP-OFF & PICK-UP GUIDELINES:

- **No drop-off before 8:50 a.m.** (no supervision; doors closed). Students must be in by **9:05 a.m.** or signed in at the front.
- Playground is **closed before and after school**; students must wait in designated areas for their ride.
- Carline: students exit/enter from **passenger side only**; adults remain in cars. No parking in the drop-off lane.
- PTA **Traffic Team Volunteers** help open doors and supervise carline. Be courteous and follow their directions.
- **Dismissal:** All K–5 students exit to the blacktop. Carline students wait in pick-up area; walkers and bikers dismissed from the blacktop.
- Students are not allowed to play after school before being picked up. Students must wait in the designated area for their ride.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Carline traffic flows **one way in a loop**; pull forward as space allows and stay in line.
- **No drop-off/pick-up in staff lot** (north lot).
- Cell phone use is **prohibited** in school zones.
- Always use **crosswalks and sidewalks**; do not cross between cars.
- Parents should share reminders with children **before arriving** so students can exit quickly as cars arrive in the carline drop off spot.
- Bikes/scooters must be **walked on school grounds**; racks located on blacktop and at Patton Ave entrance.
- Entry doors:
  - **Door 7** → K–4
  - **Door 8** → Grade 5



# PATTON ELEMENTARY





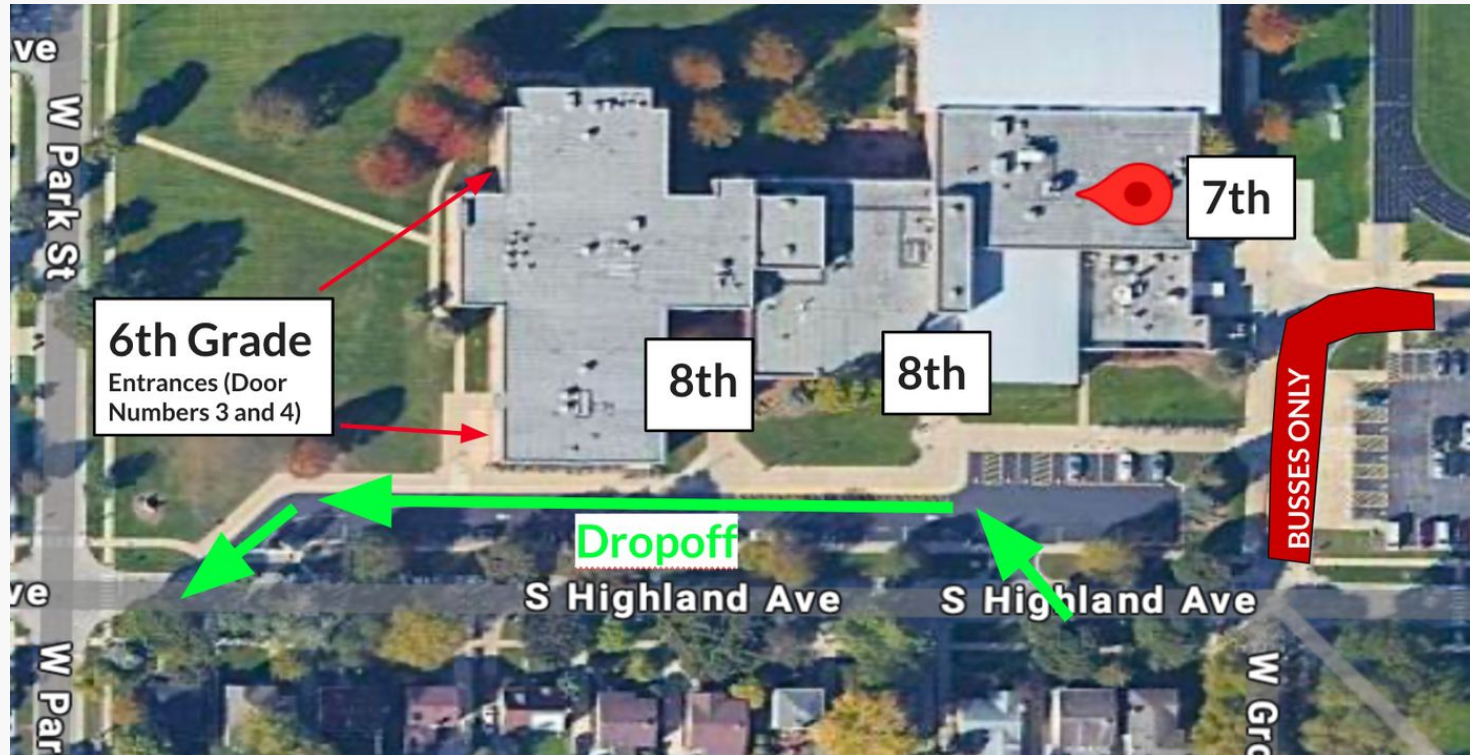
## DROP-OFF & PICK-UP GUIDELINES:

- Arrival starts at **7:30 a.m.**; students must be in **Homebase** by **7:50 a.m.**
- Students enter through:
  - 6 East → Door 3** (South end)
  - 6 West → Door 4** (South end)
  - 7 East & 7 West → Door 10** (North/track side)
  - 8 East → Door 1** (main front)
  - 8 West → Door 2** (middle front)
- On rainy days, students may enter **any door**.
- Staff and administrators are outside to help guide and welcome students.
- If bussing is needed, visit [sd25.org/transportation](https://sd25.org/transportation) or contact the district transportation specialist.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Pull **all the way forward** in the drop-off lane; students exit on **passenger side only**.
- No **left turns**, double parking, or idling in the front circle drive.
- The **front fire lane** may not be used for unattended vehicles.
- **Do not drop off/pick up** in the staff lot or bus lane.
- Always use **crosswalks and sidewalks**; do not cross between cars.
- Cell phone use is **illegal** in school zones (Public Act 96-0131).
- Stay alert — students may be walking between cars.

# SOUTH MIDDLE SCHOOL





## DROP-OFF & PICK-UP GUIDELINES:

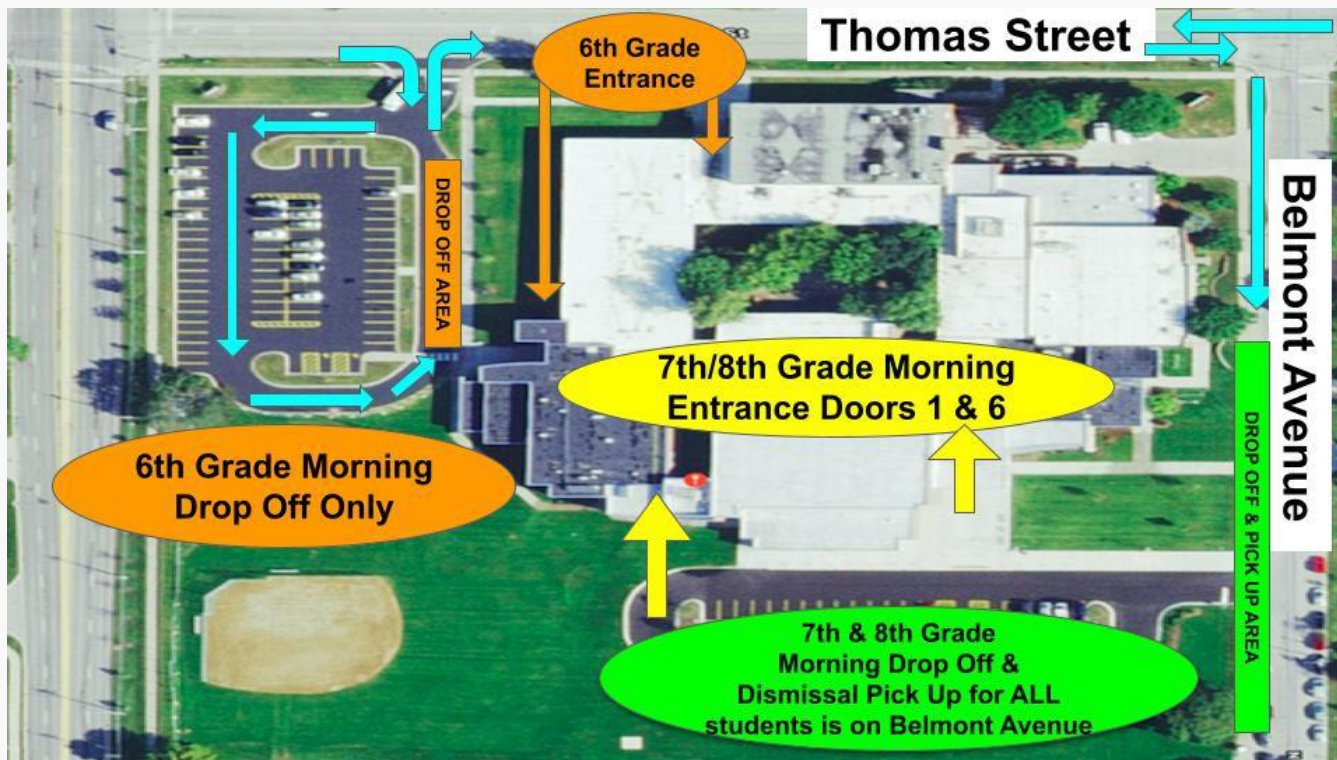
- **Arrival:** 7:30–7:45 a.m.; allow extra time for a calm morning.
- **6th grade:** Arlington Heights/Thomas lot → enter Thomas Street doors.
- **7th & 8th grade:** Belmont Avenue drop-off → enter main entrance doors; exit past yellow line.
- **AM buses:** Belmont Avenue lot 7:20–7:45 a.m.
- **Dismissal:** Buses in Arlington Heights/Thomas lot; parent pick-up on Belmont Avenue; walkers/bikers exit 6th grade doors.
- **Always use crosswalks** and follow crossing guards.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Belmont Avenue lot: decal/handicap only.
- **Do not park or drop off:** Belmont north of Thomas St. or Thomas St. between Arlington Heights Rd. and Belmont.
- **No U-turns;** pull forward in drop-off/pick-up lanes.
- Students exit/enter **passenger side only;** adults remain in cars.
- Follow single-file car lines and stay behind yellow lines until crossing guard signals.
- **Bus info:** Laura Comastro lcomastro@sd25.org, 847-758-4888; late buses 847-439-0923; bus passes required after Oct 1.



# THOMAS MIDDLE SCHOOL





## DROP-OFF & PICK-UP GUIDELINES:

- Students must **exit/enter vehicles on the sidewalk**; never on the street.
- **Kindergarten:** Door 11 (Grove); buses use Door 11 too.
- **1st grade:** Door 12 (front blacktop).
- **2nd–4th grades:** Front Circle Drive → front door.
- **5th grade:** Back Circle Drive → Door 9; students line up on blacktop.
- Parents may park on nearby streets or in parking lots and walk students to doors.
- **Do not drop off/pick up** in bus lanes or block traffic.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Front Circle Drive: enter south on Dwyer, follow the arrows, exit at south end.
- **Stay in vehicles** and pull forward as spaces open; staff can assist.
- Double-parking, waving children between cars, or crossing in unsafe areas is prohibited.
- Be patient and courteous; model safe behavior for children.
- Parking on Grove Street or neighboring streets is allowed, but use **crosswalks**.

# WESTGATE ELEMENTARY





## DROP-OFF & PICK-UP GUIDELINES:

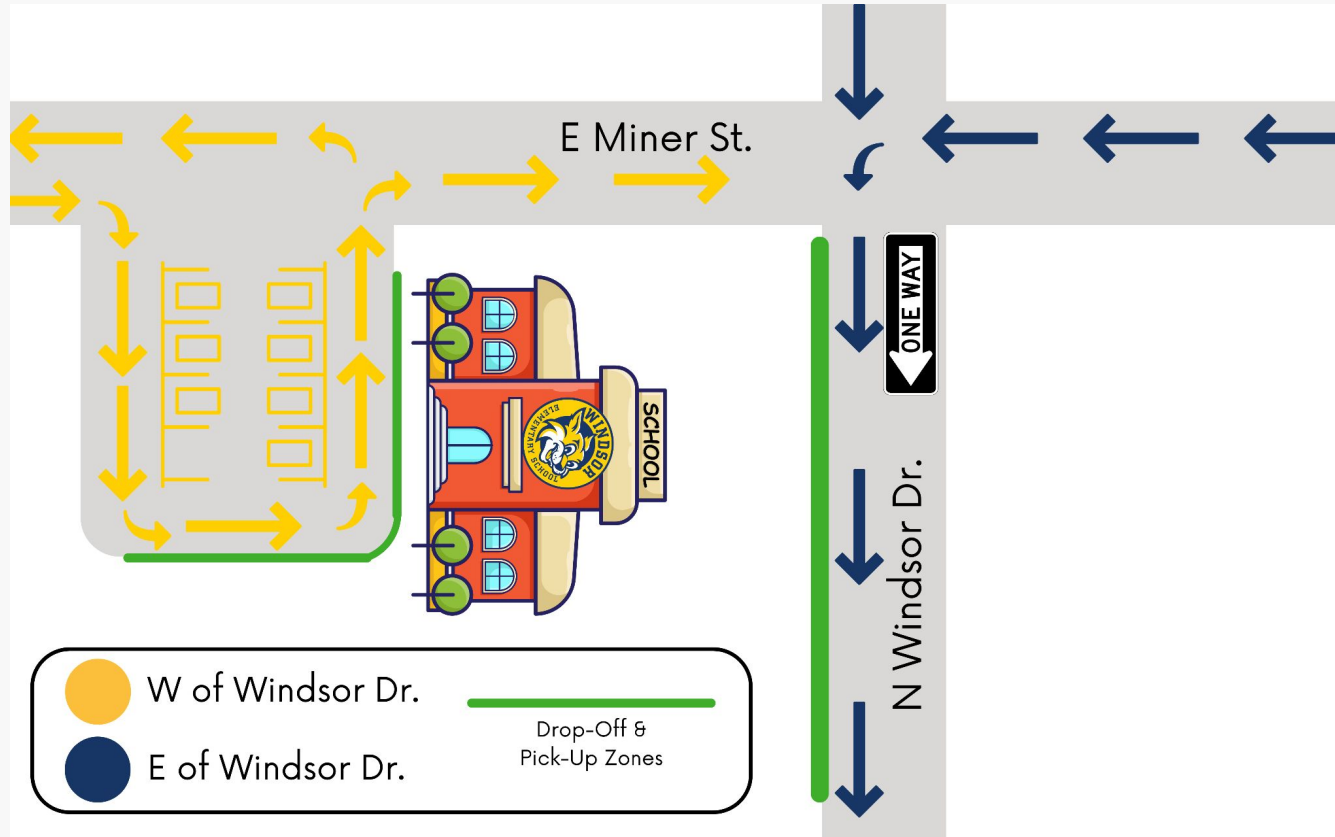
- **Staff greeting begins at 8:50 a.m.**; students must exit on the **passenger side** ready with belongings. No parents in building.
- **East of Windsor (Windsor Drive):**
- K → Door 7 | 1st–3rd → Door 6 | 4th–5th → Door 8 | Walkers/bikers → Doors 6 or 8
- **West of Windsor (Front Circle):**
- K–5 → Door 12 (Instructional students also enter here) | Bikers → Door 6
- Kindergarteners always use **Door 7**; older siblings exit through East side doors. Prearrange meeting spots.
- Playground **closed before 8:55 a.m.**; doors open at 8:55.

## TRAFFIC FLOW & PARKING GUIDELINES:

- Pull **all the way up** in drop-off lanes; parents **remain in cars**.
- East side drop-off → Windsor Drive; West side → Front Circle.
- Afternoon pick-up: pull forward as far as possible; move promptly after child enters car.
- Parking on alternate streets or lots allowed for walking children to doors.
- Staff will supervise students entering/exiting cars and doors; follow their directions.
- CAP/Pioneer Park students are picked up in Commons and escorted to bus.



# WINDSOR ELEMENTARY





**QUESTIONS?**

A stylized house icon composed of concentric, semi-transparent shapes. The outermost layer is a light gray circle. Inside it is a light gray house shape. Within that is a light blue house shape. At the center is a white house shape. The number '25' is written in white inside the bottom part of the white house shape.

**THANK YOU!**