



John Marshall Elementary School

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Mrs. Juanita Shahijanian, Principal

Keeping our students safe is a team effort. We have a Glendale City Crossing Guard at the intersection of Broadway and Chevy Chase for student safety, and a drive-through lane that is manned with School Safety Patrol personnel before and after school to assist with safe entry and exit to school. For our process to work successfully, **ALL** drivers must follow the traffic lane procedures. We need **YOUR help** in the traffic lane when dropping off and picking up your student.

PLEASE REMEMBER:

1. Remain calm, courteous to other drivers, and model appropriate behavior at all times for your children. They learn from watching you.
2. Follow the instructions of all school staff working the drivers' lane. They are there for your child's safety.
3. The entrance to the traffic lane is at the first orange cone, and pick up is in the green cone area only. Do not cut in front of other cars in the traffic lane.
4. To ensure safety along the traffic lane, please do not park or stop for any longer than needed to drop off or pick up your child. Cars may not block traffic at any time.
5. When the Tardy Bell rings at 8:10, the gates close immediately. The playground opens at 7:30. Arrive early to avoid traffic and tardies.
6. In the morning, walkers enter through the rotating gate to the playground; drivers enter through the Chevy Chase gate. There are no exceptions.
7. If your child is not there when you come to pick them up, you need to go around the block and re-enter the traffic lane.
8. In the afternoon, if you drive to pick up your child, they must be picked up at the drivers' gate, not the walkers' gate.
9. Follow driving laws regarding double parking and u-turns – do not double-park, stop, or do u-turns in the middle of the street. This is illegal and dangerous to children AND adults.
10. Cross only at the crosswalks, and instruct your child to do the same. Please don't call them to cross in the middle of the street. If necessary, walk across the street to your child and escort them to your car.
11. Do not block the Special Education bus area on Wilson. You will be ticketed.
12. On rainy days, students cannot be dropped off or picked up at the front doors. They must enter and exit at their usual gates.
13. Most importantly, please share these suggestions and procedures with all the people who pick up your child, including after-school tutors and childcare providers.

IMPORTANT: Please be aware, it is illegal to park or stop your vehicle in the traffic lane, and you can be ticketed. Due to continuing unsafe and illegal traffic situations at drop-off and pick-up times, the Administration (and many parents) contact the Glendale Police Department to observe / write traffic tickets to those parking / driving unsafely. Parents witnessing these situations may report them to a special GPD traffic phone number: 818-548-3131. They will need the license number and description of the vehicle involved.

Everyone's safety is our top priority. Please do not let an accident or tragedy change your driving habits.

Change them now! Thank you for your cooperation.

Mrs. Juanita Shahijanian, Principal