



The mission of the International School of Monterey is to educate all children toward becoming conscientious, compassionate, and responsible citizens of the world.

Student Dropoff and Pickup Procedures

1. Purpose

- 1.1. These procedures establish rules and processes to efficiently manage the arrival and departure of a large number of students in highly compressed timeframes. Recognizing the absence of school-provided bus transportation and the resulting presence of a large number of private vehicles during dropoff and pickup times, these procedures target efficiency that will minimize the time taken by school staff, parents/guardians, and students to complete dropoff and pickup.
- 1.2. We have articulated these procedures in detail to ensure the shared understanding and commitment to implementation required to achieve the targeted efficiencies. We ask that all drivers familiarize themselves with the rules and procedures, and follow them consistently as *responsible, conscientious, and compassionate citizens*.
 - 1.2.1. While we expect you to make your children your primary focus when you come to school to drop them off and pick them up, we trust that you will never ignore the rules and procedures to consider only them at the expense of the hundreds of other students and parents trying to accomplish the same thing.

2. Overall Expectations

- 2.1. **Safety:** All drivers must put the safety of our entire school community, and our surrounding Seaside community first.
- 2.2. **Courtesy:** All drivers must consider the impact of their behavior on those around them, looking for opportunities to allow other vehicles to turn into the driveway, get into the parking lot, and back or pull out of parking spaces, while also ensuring quick transitions during the dropoff/pickup process.
- 2.3. **Patience:** Regardless of how late they are running for school or for work, all drivers must slow down, be safe, and be courteous when they arrive at our campus.

3. Rules Regarding Speed Limits & Crosswalks

- 3.1. Parking Lot and Driveway
 - 3.1.1. The driveway and parking lot speed limit is **10 miles per hour** at all times. Children cross and vehicles pull out from both sides in multiple locations. Vehicles traveling faster than 10 miles per hour pose a serious safety threat and will not be tolerated.
 - 3.1.2. You must stop at the blue-painted crosswalk at the top of the drive any time that a pedestrian might enter it from either side; the only way to know is to go slow!
 - 3.1.3. Though there are no crosswalks at the start and end of the driveway, sidewalk traffic has the right of way to cross the driveway at these points. Please yield accordingly.

3.2. City Streets

3.2.1. The speed limit on Yosemite Street is 25 miles per hour whenever children are present in the school zone.

3.2.2. You must stop at any yellow-painted crosswalk at any time that a pedestrian enters it and remain stopped until the pedestrian has exited the crosswalk.

4. Rules Regarding Zones and Spaces

4.1. Parking lot: Anyone may park in the lot at the south end of the driveway on a first come, first served basis.

4.2. Angle parking, left side of lower driveway: Anyone may park in this handful of spaces on a first come, first served basis.

4.3. Reserved parking, left side of upper driveway: Only authorized staff may park in these spaces from 6:00am-9:00pm on school days.

4.4. White curb on right from parking lot to top of driveway

4.4.1. No one may park here from 7:15-8:15am and 2:00-3:30pm (or the equivalent on early dismissal days). You may wait here in your vehicle before actual dropoff and pickup; however, you may not leave your vehicle for any reason including helping your children out of or into the car. If you need to leave your vehicle, use the parking lot.

4.4.2. You may park here temporarily from 8:15am-2:00pm and from 3:30pm-7:15am.

4.5. Disabled parking, left side of upper driveway: Only vehicles displaying a valid placard and transporting qualified individuals may park or wait in these spaces at any time.

4.6. Blue curb on right at top of driveway: Vehicles displaying a valid placard may stop here to drop off qualified individuals; other vehicles stopping here may be subject to citation. Stop here at your own risk. No vehicle may park here.

4.7. Green curb on right from top of driveway and down: Only staff members may park in the marked spaces from 6:00am to 4:00pm on school days.

5. Rules Regarding Driveway Lanes

5.1. *Exit Lane*: The lane to the left of the white line from the parking lot to the top of the driveway and then the entire driveway from the top to the exit constitutes the Exit Lane.

5.1.1. Once any part of your vehicle enters this lane, you must park in an authorized spot or proceed to exit onto Yosemite Street.

5.1.1.1. No one may exit or enter a vehicle that is partially or completely in this lane.

5.1.2. As a courtesy, when traveling in this lane, you should pause to allow others to pull out from the Dropoff/Pickup Lane or to enter or exit parking spaces.

5.1.3. You should slow or stop at the blue-lined crosswalk at the top of the driveway to check for pedestrians.

5.1.4. You may not wait or stop for any reason other than those noted here.

5.2. *Dropoff/Pickup Lane*: The lane to the right of the white line from the parking lot to the top of the driveway constitutes the Dropoff/Pickup Lane.

5.2.1. To use this lane to drop off or pick up students, you must stay right when you enter the driveway and then enter the lane where it starts near the parking lot entrance.

5.2.2. If the lane is backed up to the start, please do not block the opening to the parking lot so that drivers can both enter and exit the lot while you wait to pull up.

5.3. Changing lanes

5.3.1. Crossing the white line from the Exit Lane into the Dropoff/Pickup Lane is NOT allowed at any time.

5.3.2. Cautiously crossing the white line from the Dropoff/Pickup Lane into the Exit Lane is allowed.

6. Morning Dropoff Process

6.1. Parking and walking

6.1.1. When entering the driveway from Yosemite Street, you should turn right into the lot to park.

6.1.2. When leaving the parking lot, you should wait for an opportunity to turn right into the Exit Lane to the left of the white line and proceed toward the exit.

6.1.2.1. Do not turn left out of the parking lot from 7:30-8:15am.

6.2. Dropping off

6.2.1. When entering the driveway from Yosemite Street, you should proceed directly into the Dropoff/Pickup Lane to the right of the white line.

6.2.1.1. You may not pass to the left in the Exit Lane and then enter the Dropoff/Pickup Lane further up the driveway.

6.2.1.2. You must stay completely to the right of the white line at all times until dropoff has been completed and you are ready to exit.

6.2.2. You should stay close to the vehicle in front of you until your doors open for dropoff.

6.2.3. Anywhere along the white curb, students may exit your vehicle only from the right side, stepping directly from your vehicle to the sidewalk.

6.2.3.1. Students may not circle behind your vehicle to open the trunk or hatch; they should have their backpacks and gear in hand when they exit.

6.2.4. From door opening to closing, dropoff should take no more than 20 seconds. Please take care of farewells and hugs before starting dropoff.

6.3. Exiting

6.3.1. Once you have dropped off, you may cautiously pull out from the parking lot or the Dropoff/Pickup Lane into the Exit Lane and proceed to exit.

6.3.2. From 7:45-8:00am you may only turn right from the driveway onto Yosemite Street.

7. Afternoon Pickup Process

7.1. Parking and walking

7.1.1. When entering the driveway from Yosemite Street, you should turn right into the parking lot to park.

7.1.2. When leaving the parking lot, you should wait for an opportunity to turn right into the passing lane to the left of the white line and proceed toward the exit.

7.1.2.1. Do not turn left out of the parking lot from 2:15-3:30pm.

7.2. Picking up

7.2.1. When entering the driveway from Yosemite Street, you should proceed into the pickup queue. If room remains, pull directly into the dropoff/pickup lane to the right of the white line. If the Dropoff/Pickup Lane is full, turn right into the parking lot and drive to the back of the pickup queue to create a serpentine line into and through the parking lot.

7.2.1.1. You may not pass to the left in the Exit Lane and then enter the Dropoff/Pickup Lane further up the driveway.

7.2.1.2. You must stay completely to the right of the white line at all times until dropoff has been completed and you are ready to exit

7.2.2. You should stay close to the vehicle in front of you until your doors open for pickup.

7.2.3. Anywhere along the white curb, students may enter your vehicle only from the right side, stepping directly from the sidewalk into your vehicle.

7.2.3.1. Students may not circle behind your vehicle to open the trunk or hatch; they should have their backpacks and gear in hand when they enter the vehicle.

7.2.4. From door opening to closing, pickup should take no more than 30 seconds, including the time it takes for students to immediately buckle safety belts before you pull away.

7.3. Exiting

7.3.1. Once you have picked up, you may cautiously pull out from the parking lot or the Dropoff/Pickup Lane into the Exit Lane and proceed to exit.

7.3.2. From 3:00-3:15pm you may only turn right from the driveway onto Yosemite Street.

8. Alternate Dropoff and Pickup Locations

8.1. ISM monitors the dropoff process and manages the pickup process in the semicircular driveway only. All other dropoff and pickup points must be managed by parents/guardians.

8.2. Unless their parents/guardians have signed a *Permission Slip to Leave Campus Unattended*, departing students must walk with their classes at the end of the school day to the pickup gathering area on the lawn at the top of the semicircular driveway and remain there until their rides arrive or staff members escort them to After-School International for care.

8.2.1. Students may not leave campus to walk to other pickup points, including the grassy slope between the driveway and Yosemite street, the east gate to San Miguel Court, and the north gate to San Pablo Avenue.

8.2.2. Parents picking up students in these alternate locations must walk their children out or sign the *Permission Slip to Leave Campus Unattended*, relieving the school of liability for students leaving without supervision.

8.3. To avoid the traffic backlog at the front of school many ISM community members choose alternate locations for dropoff and pickup. While we encourage the traffic reduction at the front of school, out of consideration for our neighbors, we ask that you minimize traffic on San Miguel Court, using San Pablo Avenue near the footbridge north of the campus instead.

8.3.1. San Pablo Avenue: We open the gate between the ISM upper playground and the city park on San Pablo each day after school and leave it open until school starts the following day. This allows you to park along San Pablo then walk students up or pick them up and walk them out. While this is a slightly longer walk, the large number of available parking spots alongside open park areas rather than in front of houses makes the extra distance worthwhile.

- 8.3.1.1. You should not park or stop along the red curb.
- 8.3.1.2. If you are traveling on the north side of San Pablo and you prefer not to have to cross the street using the crosswalk or footbridge, then you might turn left onto Seminole Court just west of the footbridge, loop around, turn right back onto San Pablo, and park.
- 8.3.2. San Miguel Court: While this small court offers some parking and quick access to campus, ISM discourages its use as an alternate dropoff/pickup zone because the traffic noise and congestion inconveniences neighbors and does not reflect well on ISM. Also, there simply is not enough room to accommodate the number of vehicles trying to use this location, which creates safety issues for both vehicle and foot traffic.
 - 8.3.2.1. Per the California Vehicle Code, you should not stop to drop off or pick up passengers unless you have pulled up to a curb. Please note that, on San Miguel, the Seaside Police Department enforces laws that prohibit stopping to drop passengers alongside of parked cars (i.e. double-parking).
 - 8.3.2.2. Out of consideration for our neighbors, you should not pull into or stop in front of a driveway to drop off or pick up students.