

Kenilworth Science & Technology Academy

Student Carpool & Bus Line Policy

Pursuant to La. R.S. 17:81(CC) and La. R.S. 17:3996(B)(79)

1. Purpose

Carpool Intent Survey

To support planning and ensure an efficient transportation process, families who intend to use **carpool as their primary mode of transportation for the entire school year** are required to complete the annual Carpool Intent Survey.

Key Notes:

- Only complete the survey if your child will **use carpool as their primary mode of transportation for the entire school year**.
- Students whose families select **carpool as their primary mode of transportation will not be routed for bus service**.
- The survey helps the school determine how many families require carpool accommodations and supports strategic planning for a safe and organized system.

2. Scope

This policy applies to all students in grades K–5, along with parents, guardians, drivers, and any individuals participating in student transportation via carpool or school buses.

3. General Requirements

- All individuals utilizing the school's carpool or bus line must follow posted signage, staff directions, and established procedures.
- Signage describing carpool and bus line procedures will be displayed in a clearly visible location on campus and posted on the school's website.
- Drivers must remain attentive, follow traffic laws, and avoid distractions.
- Students must follow safety expectations when walking to or from vehicles or buses.

4. Morning Drop-Off Procedures

4.1 Carpool Drop-Off

- Designated carpool drop-off zones will be clearly marked with signs.
- Cars must enter the carpool line using the designated entrance and remain in a single-file line.

- Drivers must remain in their vehicles; staff will assist younger students exiting if needed.
- Students must exit vehicles on the passenger side only, onto the sidewalk.
- Drop-off begins at the posted morning arrival time. Students may not be dropped off earlier unless supervised programs are available.

4.2 Bus Arrival

- Buses will unload students only in the designated bus lane.
- Staff will supervise students as they exit buses and proceed safely into the building.
- No personal vehicles are permitted in the bus lane during arrival hours.

5. Afternoon Pick-Up Procedures

5.1 Carpool Pick-Up

- All drivers must display their school-issued carpool tag with the student's name and grade clearly visible.
- Cars must remain in a single-file line and may not bypass other vehicles.
- Students will be called to the loading area by staff and must wait until their name is called.
- Students must enter the vehicle from the passenger side only.
- Drivers must not exit their vehicles while in the carpool line.

5.2 Bus Dismissal

- Buses will load students only in the designated bus lane under staff supervision.
- Students must proceed directly to their assigned bus and board safely.
- No personal vehicles are permitted in the bus lane during dismissal hours.

6. Safety Expectations

- Speed limits on campus must be obeyed at all times.
- Cell phone use by drivers while in the carpool or bus lane is prohibited.
- Students must walk—not run—when approaching or leaving vehicles or buses.
- Younger siblings must follow the same procedures under the supervision of staff.

7. Weather or Emergency Procedures

- During severe weather or emergencies, carpool and bus operations may be modified.
- Staff will direct traffic and provide updated instructions as needed.
- Emergency procedure changes will be communicated to families through official school channels.

8. Signage Requirement

In compliance with state law:

- Carpool and bus line procedures will be posted in a visible physical location on campus.

- The policy will also be accessible on the school's official website.
- Signs will clearly identify carpool lanes, bus lanes, and student loading/unloading zones.

9. Non-Compliance

Repeated or serious violations of carpool or bus line procedures may result in:

- Written warnings
- Meetings with school administration
- Revocation of carpool privileges (if safety risks persist)

10. Additional Arrival and Dismissal Procedures

Bus Riders

- **All students assigned a bus will ride the bus home.** If a parent chooses for their child to be picked up through carpool on designated days, the child **must be checked out by 2:30 PM.**
- **No bus riders will be allowed to enter the carpool line** if they were not checked out by 2:30 PM. In such cases, the parent/guardian must wait for the child at the bus stop.
- During the first few days of school, **bus routes may run behind schedule** as students and drivers adjust to routines.
- For bus route concerns, contact **First Student Transportation at 225-262-7699.**

Permanent Carpool Parents (Students Who Are *Not* Bus Riders)

- Parents who previously completed the carpool survey will receive their carpool identification tags during afternoon carpool.
- If a family did **not** complete the survey but their child is a **permanent car rider** (will not ride the bus all year), the survey **must be completed immediately.**
- Staff members will be present in the carpool line to assist and ensure a safe and organized process.
- Parents are encouraged to **arrive a few minutes early** during the first days of dismissal to become familiar with procedures.

School Hours & Timing Reminders

- **Earliest Drop-Off:** 7:35 AM (no students may be dropped off earlier).
- **Breakfast:** Grab-and-go available from 7:35–7:53 AM.
- **Classes Begin:** 7:55 AM.
- **Dismissal:** 3:10 PM.
- Students must be **picked up no later than 3:25 PM.**
- Staff report time is **7:25 AM**, so supervision before 7:35 AM is not available.

Contact

For questions or concerns, contact the school office at **225-766-8111.**

11. Review and Updates**

This policy will be reviewed annually or as needed to ensure compliance with Louisiana law and the safety needs of the Kenilworth community.