

2017/2018 OCS TRANSPORTATION PROCEDURES

We are excited to have you joining us at OCS for the 2017-2018 school year. Below are the start and end times for our Upper/High School, Intermediate School, and Lower School. In order to alleviate standstill traffic on our campus in both the morning and afternoon, we are requesting that parents arrive to drop off or pick up in "Traffic Windows". The Traffic Window will ensure that students get to school on time. We have also included information regarding early dismissals, changes in dismissal, and late arrivals. By working together and following these guidelines, we can ensure a smooth and safe arrival and dismissal for all students. Please see the attached carline maps for a more comprehensive understanding of our campus.

Thank you, and have a great school year!
OCS Transportation

AM Traffic Windows

7:40 – 8:00 - Intermediate/ Upper/ High School
(Carline will begin at 7:50 and will end at 8:05)
7:55 – 8:05 – OCS Buses will be entering the campus.

8:00 – 8:30 – Lower School and La Academia
(Carline will begin at 8:05 and will end at 8:25)

PM Traffic Windows

3:14 – 3:35 Intermediate/ Upper/High School

- Carline Numbers: Carline numbers have changed for the 2017-2018 school year. If you have not received a carline number and will utilize IS/US/HS pick up, email: transportation@odyssey.k12.de.us to obtain a new number. Until you receive a new number, write your child's full name on a sheet of paper and place it in front window of your car.
- Any parents arriving after 3:35 must park, go to the lobby of building 22 between 4:00 and 6:00, and sign their child out of aftercare.

3:30 – 3:55 Lower School Pick Up.

- Please refer to the LS pick up procedure map so you know where to park before you enter on campus. No parents should be parking and walking from the HS parking lot to pick up their children at the LS. All parents should utilize the parking lots on the LS Parking pick up Diagram.
- All parents must utilize the sidewalks and crosswalks when walking on campus.
- Parents picking up only at the LS should not arrive on campus before 3:25 to pick up their child(ren) to alleviate the traffic on campus.

- IS/US/HS students walking to the LS for pick up: If you would like to have your child walked to the LS (to pick up all your children in the same place) you should have e-mailed transportation@odyssey.k12.de.us and received a confirmation. If your child(ren) walked to the LS last year this does not translate to the 2017-2018 school year. All IS/US/HS students will be under the large oak tree next to the playground at the LS.
- Any parents arriving after 3:55 must park, go to the lobby of building #22 between the hours of 4:00 and 6:00, and sign their child out of aftercare.

3:15 – 3:40 OCS Buses

- Buses will load in waves of 5 or 6.

Before Care Schedule:

OCS: 7:00 – 7:35 (No drop off after 7:35)

After Care Schedule:

OCS: 4:00 – 6:00 (No pick up before 4:00)

LATE FOR SCHOOL/EARLY DISMISSAL/CHANGES IN DISMISSAL

Coming to school on time and remaining in school for a full day is imperative for a successful educational career. Tardies and early dismissals are counterproductive to the educational process. Every effort should be made to assure that students arrive at school on time and stay in school until dismissal.

For safety reasons and accountability, a parent/guardian must accompany the child into school and sign the child in at the main office in grades K-8. If the lateness is excused (doctor's appointment, family emergency, medical illness, etc.), the student will not be penalized.

For the safety of the students, as per our standard dismissal procedures, phone calls, emails, parent visits or faxes to the school are NOT accepted as notification of a change in dismissal.

Dismissal changes must be received, in writing, when the child arrives at school. Changing a student's standard dismissal plan on a given day is strongly discouraged, but must be in writing and sent to school with your child(ren).

Upper/High School (Grades 7–10, Building 21) Students are expected to arrive in school between 7:45-8:05 AM. Students arriving after 8:05 AM are considered tardy. Upper/High School students being signed out for an **early dismissal** must be picked up at the main office **no later than 2:50pm**. After 2:50pm, all parents must pick their child up using their normal method of dismissal.

Intermediate School (Grades 3–6, Building 22) Students are expected to arrive in school between 7:45-8:05 AM. Students arriving after 8:05 AM are considered tardy. Tardy students must be accompanied by a parent to the main office to be signed in. Intermediate School students being signed out for an **early dismissal** must be picked up at the main office **no later**

than **2:50pm**. After 2:50pm, all parents must pick their child up using their normal method of dismissal.

Lower School (Grades K-2, Building 20) Students are expected to arrive to school between 8:05-8:25 AM. Students arriving after 8:25 AM are considered tardy. A parent must accompany tardy students to the main office to be signed in. Lower School students being signed out for an **early dismissal** must be picked up at the main office **no later than 3:15pm**. After 3:15pm, all parents must pick their child up using their normal method of dismissal.

Bus Riders

1. **Track your bus:** If you have not signed up for the application to track your child's bus go to www.WheresTheBus.com and click set up account, and select OCS from the drop down box. Troubleshooting:
 - E-mail support@WheresTheBus.com with questions about the app.
 - If you have not signed up for a bus or are just riding a bus that you have ridden in the past, you will not be in their system, you will need to e-mail Transportation@odyssey.k12.de.us to confirm your bus and stop.
 - We are still working out some kinks in the system with both First Student and our support team with WheresTheBus, thank you for your patience.
2. **Is your child riding the correct bus?** Please double check your child's stop, pick up, and drop off times. Our bus numbers are have changed significantly since last year and we have many students getting on the same bus numbers as they rode in the past. Please see the attached 2017-2018 Bus Schedule to ensure that your child is riding the correct bus to the correct stop.
3. **Bus sign up:** If you have not signed up for a bus for the 2017-2018 school year e-mail transportation@odyssey.k12.de.us.
4. **If you have an emergency, call our Emergency Transportation Hotline:** Please know that an administrator will pick up the call before or after school. During school hours, calls should go to the school's 302-516-8000 number.

From 7:00 -8:00am and 3:45 – 6:00pm call:

Emergency transportation number is: 302-333-5623

5. **Buses at capacity:** We have several buses that are at capacity, meaning there are no open seats. These buses are 3, 4, 5, 8, 16, 17, and 19. If you have not signed up for one of these buses it is imperative that you contact transportation@odyssey.k12.de.us so we can assure you are on a bus that has open seats. We have a specific capacity for our buses depending on grade level configurations. Those students who attempt to board an at-capacity bus and are not signed up for that bus may be refused service. This is not to create undue conflict, but to ensure the safety of our bus riding students and comply with state regulations.
6. **Bus Aides:** We have retained aides on some of the most crowded buses identified by the school administration, working with First Student. Through work completed by the

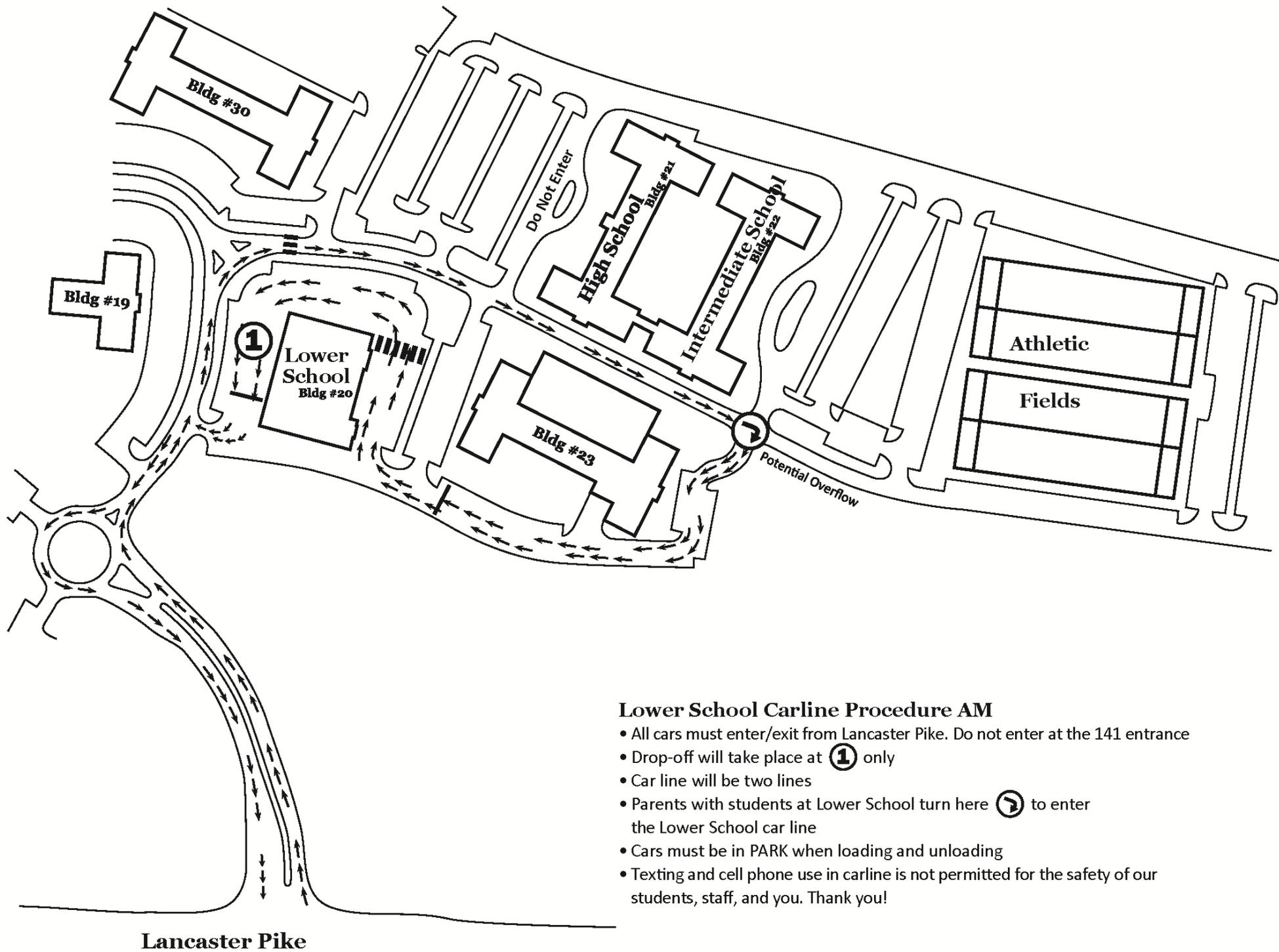
Transportation Committee, it was suggested that cameras offered a more effective alternative to behavior monitoring than the bus aides could provide. The school is proceeding with the purchase of removal camera systems on all 19 buses used by Odyssey and is soliciting requests for proposals for all buses not currently equipped.

We want to assure you that our priority is your child's safety. Thank you for your patience and support as our campus and community grow.

OCS Transportation Transportation@odyssey.k12.de.us

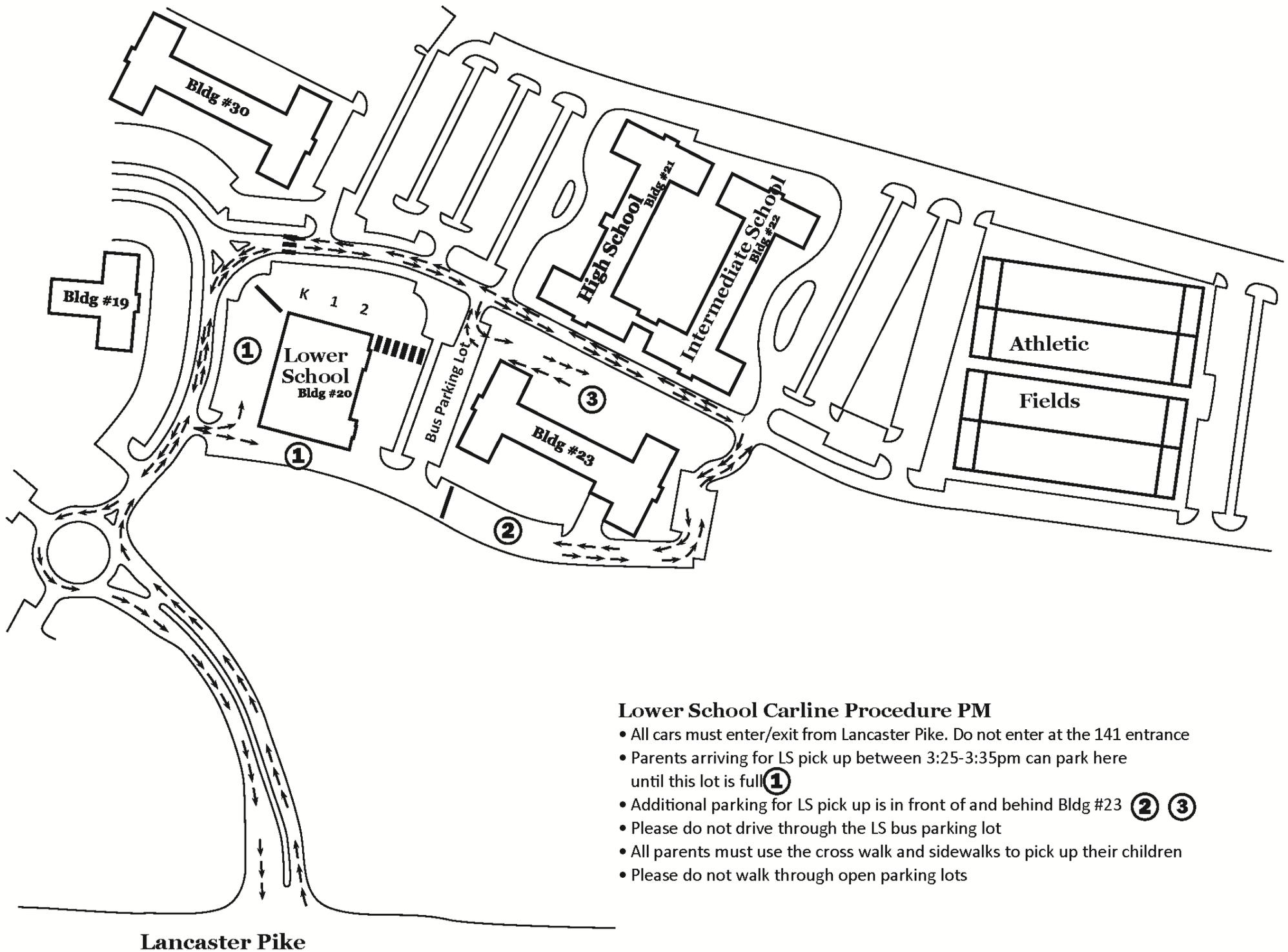
Emergency Transportation Number: 302-333-5623

SCROLL DOWN FOR MAPS



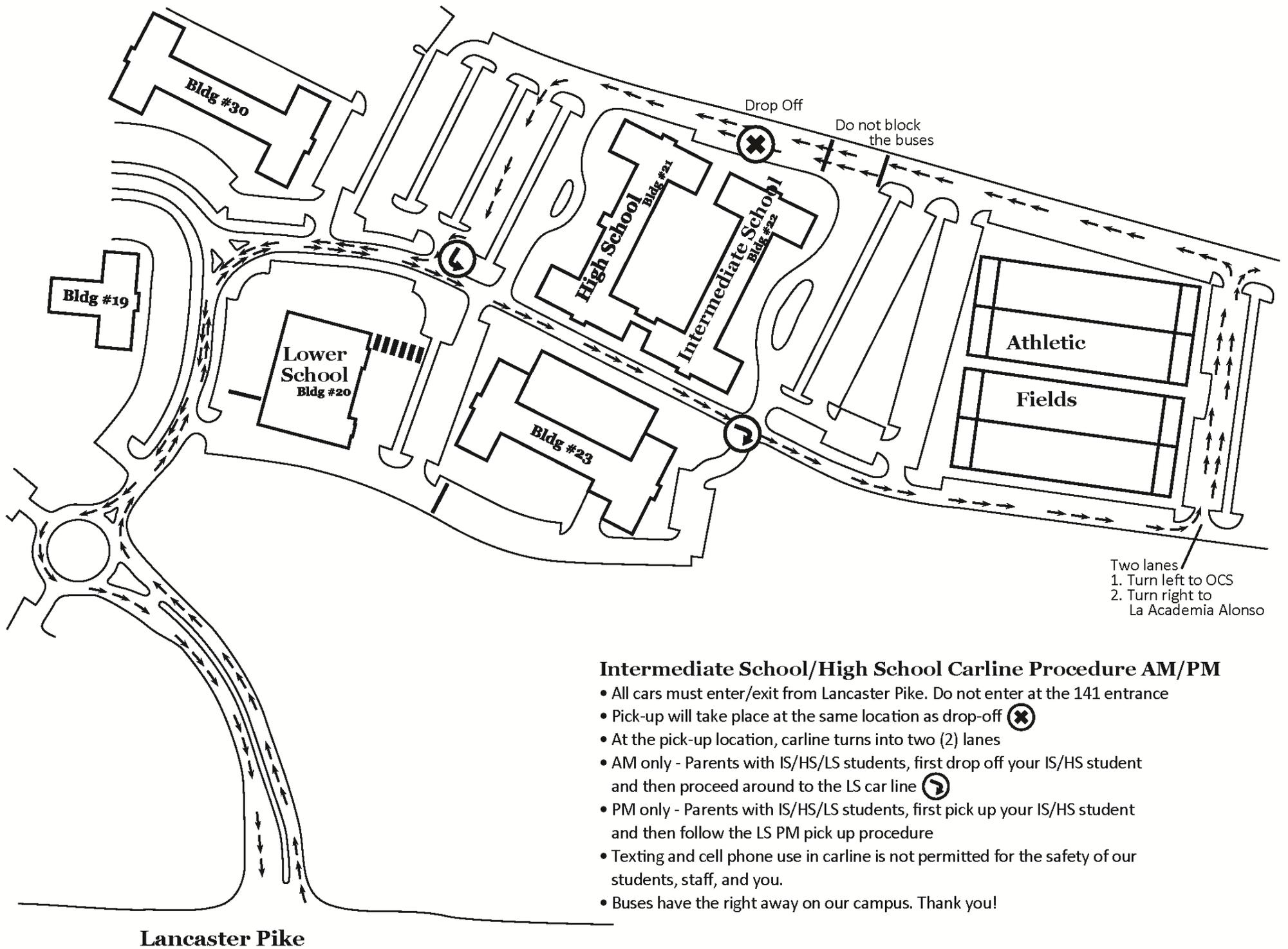
Lower School Carline Procedure AM

- All cars must enter/exit from Lancaster Pike. Do not enter at the 141 entrance
- Drop-off will take place at ① only
- Car line will be two lines
- Parents with students at Lower School turn here ② to enter the Lower School car line
- Cars must be in PARK when loading and unloading
- Texting and cell phone use in carline is not permitted for the safety of our students, staff, and you. Thank you!



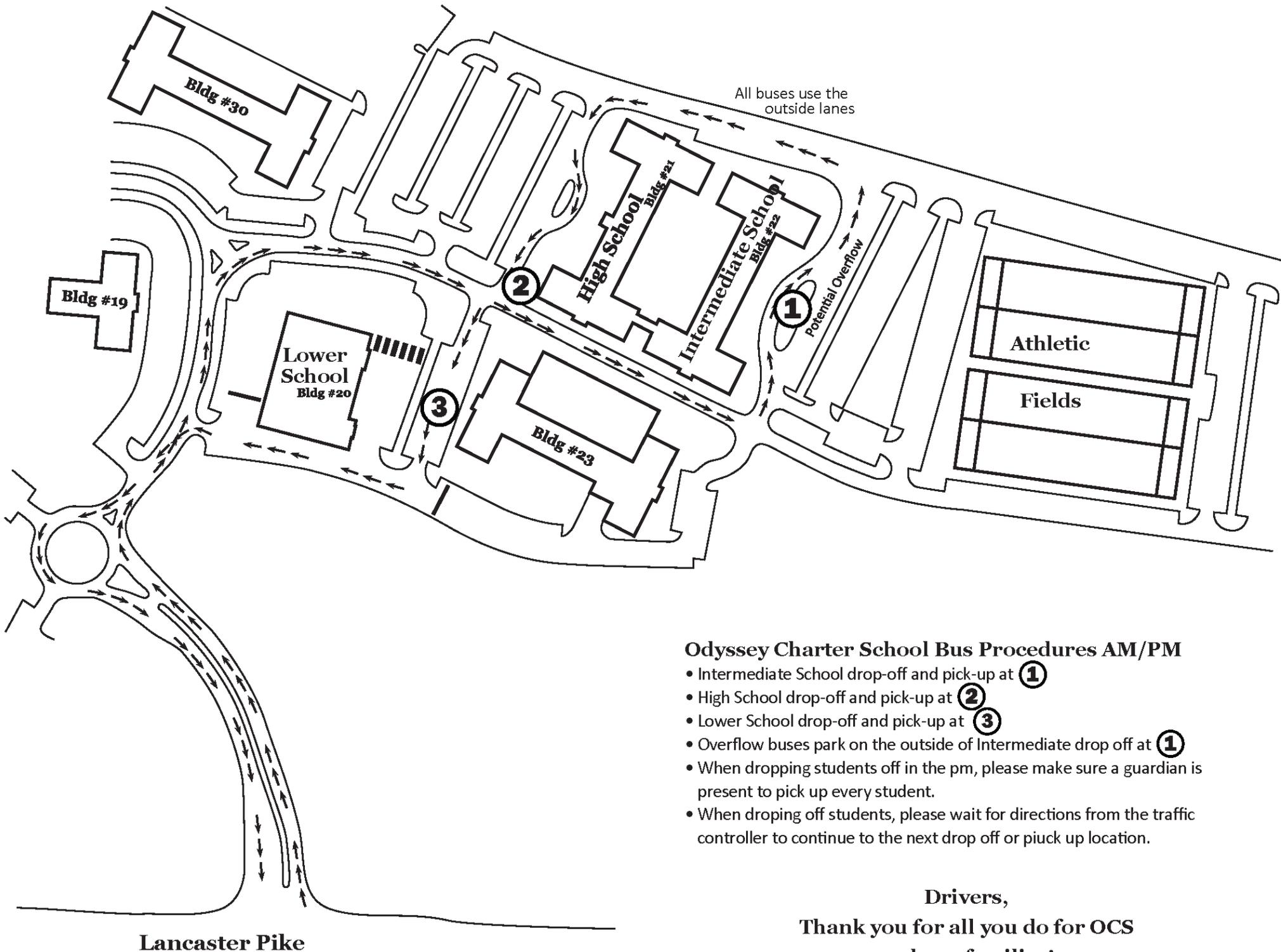
Lower School Carline Procedure PM

- All cars must enter/exit from Lancaster Pike. Do not enter at the 141 entrance
- Parents arriving for LS pick up between 3:25-3:35pm can park here until this lot is full **1**
- Additional parking for LS pick up is in front of and behind Bldg #23 **2** **3**
- Please do not drive through the LS bus parking lot
- All parents must use the cross walk and sidewalks to pick up their children
- Please do not walk through open parking lots



Intermediate School/High School Carline Procedure AM/PM

- All cars must enter/exit from Lancaster Pike. Do not enter at the 141 entrance
- Pick-up will take place at the same location as drop-off (X)
- At the pick-up location, carline turns into two (2) lanes
- AM only - Parents with IS/HS/LS students, first drop off your IS/HS student and then proceed around to the LS car line (L)
- PM only - Parents with IS/HS/LS students, first pick up your IS/HS student and then follow the LS PM pick up procedure
- Texting and cell phone use in carline is not permitted for the safety of our students, staff, and you.
- Buses have the right away on our campus. Thank you!



Odyssey Charter School Bus Procedures AM/PM

- Intermediate School drop-off and pick-up at ①
- High School drop-off and pick-up at ②
- Lower School drop-off and pick-up at ③
- Overflow buses park on the outside of Intermediate drop off at ①
- When dropping students off in the pm, please make sure a guardian is present to pick up every student.
- When dropping off students, please wait for directions from the traffic controller to continue to the next drop off or pick up location.

**Drivers,
Thank you for all you do for OCS
and our families!**