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| **Purpose of Document** |

The purpose of this document is to give a high-level overview and share tips/tricks that work best for our community. With this information you should have a clear understanding of expectations as well as the benefits of your support for our students.

We have asked for volunteers to help with morning and afternoon crossing in an attempt to keep one of our busiest times free from danger. While we have a few staff who can support crossing, we do not have enough to ensure all crosswalks and entries/exits are fully supported. To have volunteers is greatly appreciated and valued!

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| **Primary Duties** |

* Assist students in safely crossing the street. We have three major crosswalks.
	+ The entrance to the school at NE 102nd St and Redmond Ridge Dr.
	+ The bus entrance at 99th Pl and Redmond Ridge Dr.
	+ The roundabout at Remond Ridge Dr and NE Cedar Park Crest.
* Ensure traffic is stopped before allowing students to cross.
* Direct drop up/pick up vehicles to the family loop (enter at NE 102nd St).
* Remind students how to safely cross, ride bikes, and interact with vehicles.
* Be vigilant and attentive at all times.

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| **Safety Procedures While Crossing** |

* **Before Duty**:
	+ Arrive by 7:30 for drop off or 2:10 for pick up.
	+ Check in at the front office.
	+ We will provide all safety gear. Please wear a safety vest and carry a safety flag. An umbrella will be provided on rainy days.
* **During Duty**:
	+ Stand at the designated crossing point.
	+ Make eye contact with drivers to ensure they see you.
	+ Signal students when it’s safe to cross.
		- At NE 102nd St there is a crossing button to push.
	+ Always stand in the middle of the crosswalk as you hold your flag out while students are crossing.
	+ You can stop students from crossing until it is safe to do so. They are expected to adhere to you and your words during this time.
* **After Duty**:
	+ Return to front office at 7:55 for drop off and 2:35 for pick up.
	+ Report any unsafe student activities to the front office.
	+ Report any incidents or concerns caused by vehicles and/or families to the front office.

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| **Communication While Crossing** |

* **With Students**:
	+ Use clear, simple instructions.
	+ Speak in a voice that is louder than the vehicles around you.
	+ Model safety, respect, and kindness.
* **With Drivers**:
	+ Use hand signals to communicate.
	+ Use your flag to cross and indicate where there are people.
	+ Stay calm and polite, even if drivers are impatient. You are the model of behavior and safety.

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| **Emergency Procedures** |

* **In Case of an Accident**:
	+ Ensure the safety of the students first.
	+ Call emergency services immediately.
	+ Send someone to the office for support. Administrators and security are also in front of the school guiding students through the door.
	+ Report the incident to the school administration as soon as possible.

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| **Contact Information** |

* **Front Office**: (425) 936-2820
* **Feeback**: email admin at elspier@lwsd.org or jonglass@lwsd.org
* **Emergency Services**: 911

**Thank You!** We want to express our heartfelt appreciation for your time and effort. We all have a vested interest in student safety and your dedication helps us to be an even better school!