



## **2019-20 Walking To and From School Policies and Procedures**

### **Walking to School at the Beginning of the School Day**

#### Eligibility

- Students in 5th through 8th grade may walk to school.
- Kindergarten through 4th grade students may walk to school if accompanied by an adult or a sibling in 5th grade or above.

#### Procedure

- Upon arrival, student signs in at front office (even after early gym)
- Prior to 8:10am (or within ten minutes of the start of the school day), families of walkers must notify the office of absences/tardies.
  - The Divisional Assistant will record this on the sign-in/out sheet.
  - The first instance of a family's failure to do this will result in a warning. The second, will result in loss of walking privilege.
- By 8:15am (or within fifteen minutes of the start of the school day), the Divisional Assistant initials to acknowledge each student's sign-in. If a student has not signed in and not been reported as absent, the Divisional Assistant will use emergency contact information to reach the family and/or responsible adults.

### **Walking from School at the End of the School Day**

#### Eligibility

- Students in 6th through 8th grade may walk home from school.

#### Procedure

- At 3:00pm (or time of dismissal), the student signs out at front office indicating to which of the approved destinations s/he is going.
- Prior to 2:30pm (or 30 minutes prior to dismissal), families of walkers must notify the office of changes to the approved destinations.
  - The Divisional Assistant will record this on the sign-in/out sheet.
  - The first instance of a family's failure to do this will result in a warning. The second, will result in loss of walking privilege.
- By 3:15pm (or within fifteen minutes of dismissal), the Divisional Assistant initials to acknowledge each student's sign-in. If a student has not signed out and change has not been reported, the Divisional Assistant will use emergency contact information to reach the family and/or responsible adults.



**2018-19 Walking To and From School  
Waiver, and Release**

For the 2019-20 School Year or until such time as St. Michael's Episcopal School ("the School") receives written instructions from me/us to the contrary, I/we grant permission for my/our child \_\_\_\_\_ (print full name) to walk (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> at the beginning of the day to school. | at the end of the day...                       |
|   | <input type="checkbox"/> from school to home.  |
|   | <input type="checkbox"/> from school to _____. |
|   | <input type="checkbox"/> from school to _____. |

Hold Harmless

I/we, the undersigned parent(s)/guardian(s), on behalf of myself/ourselves and my/our child assume all risks and hazards related this child's transportation to/from the School, located at 10510 Hobby Hill Road, Richmond, VA 23235.

Further, I/we do hereby release and hold harmless the School, its employees, staff, representatives, and Board of Directors from any and all claims, injuries, damages, losses and suits, including attorney fees and other costs and expenses, arising out of or related to this child's transportation to/from the School.

I acknowledge that I have familiarized myself with the means of accessing the School by foot, understanding the possible hazards and my child's personal limitations, and knowingly assume all such risks and hazards.

I understand and acknowledge that in order for my child to transport her/himself to/from the School my child must abide by all applicable pedestrian ordinances.

I understand and acknowledge that the School reserves the right to refuse permission for a student to walk to/from School and require drop-off and/or pick-up should in the sole opinion of the School that conditions (including, but not limited to weather, traffic patterns, etc.) warrant such a change.

I understand and acknowledge that this document in no way alters or has bearing on the enrollment contract entered into by me/us and the School.

I have read and understand the foregoing Waiver and Release Form and agree to all of its terms and conditions.

\_\_\_\_\_  
Parent/Guardian name

\_\_\_\_\_  
Signature date

\_\_\_\_\_  
Parent/Guardian name

\_\_\_\_\_  
Signature date