

MacArthur Middle School
700 N. Schoenbeck Road
Prospect Heights, IL 60070

Phone: 847-870-3879
Fax #: 847-870-3881

Mr. Steve Lee
Principal

Ms. Christy Jensby
Assistant Principal

“HOME OF THE MARAUDERS”

1-25-08

Dear Parents,

This letter is two fold. First, to remind your child how they are to enter the building in the morning and secondly, to elicit cooperation with a safety issue that has recently come to my attention with regard to child safety in front of our building at the beginning and end of the school day.

First, all students should enter the school in the morning through the doors located by the bus drop off/pick area at the southeastern end of our building. Even students who get dropped off in the morning by vehicles in the front of MacArthur should walk on the sidewalks to this side entrance. The only exceptions to this procedure are students who have a morning athletic practice, are participating in morning intramurals or a scheduled appointment/meeting with a teacher before 7:40 am. The library is only to be used for students using library resources before school hours.

Secondly, having observed the pick up and drop off for several days in the front of the building, I am asking your cooperation in maintaining some safety precautions to help ensure a safe transition for children to and from school at the start and end of our school day. There are several reasons why I am asking for your cooperation with these procedures, your child's safety being the most important.

On the back of this letter you will find a visual diagram of where to drop off and pick up children when it is necessary to do so in the front of our building. Children should **only be picked up or dropped off along the curb/sidewalk adjacent to MacArthur.** Children should only exit or enter your vehicle from the passenger side of the car. This helps prevent children from being hit and open car doors being hit by passing cars. This in itself keeps children out of the “right of way” area where vehicles are moving to exit the parking lot. This procedure may take a few minutes longer, but it is a lot safer.

Please **do not** drop off or pick up students along the “parking space” side of the parking lot in front of Mac. By doing so, children must cross the vehicle right of way creating a dangerous mix of children and vehicles. Also, by stopping and waiting or parking along these parking spaces you block cars in those spaces that are trying to exit the parking lot.

The last area of caution I want to bring to your attention is where 3 lines of traffic merge at the intersection of the Palatine/Frontage Road entrance into the parking lot, cars coming from the district office area and people trying to exit from the parking lot in the front of the building onto Palatine/Frontage Road. Please remember that cars coming from the east, district office and Schoenbeck Road area, have a **STOP SIGN** before crossing this intersection. Cars exiting onto Palatine/Frontage Road or entering from this road have the “Right of Way” over cars trying to come into the student drop off/pick up area from the east.

Thank you in advance for your cooperation in this matter. We will continue to monitor this area.

Sincerely,

Steve Lee, Principal