



# Steger School District 194

Columbia Central • 94 W. Richton Road • Steger, Illinois 60475  
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**Michael Smith**  
*Principal*

**Nicole Lindroth**  
*Assistant Principal*

**Bruce Nieminski**  
*Assistant*

*Principal*

August 28, 2017

Dear Parent/Guardian,

Welcome to the 2017 – 2018 school year I hope you had an enjoyable summer and are looking forward to the start of the school year as much as we are. The focus of this letter is to provide a reminder for returning parents and an explanation for parents new to Columbia Central on the arrival and dismissal procedures for our school. As always our first and only concern is the safety of the more than 650 students and 75 staff as they arrive and depart from school. We ask that you please drive safely in and around our schools and the surrounding neighborhood.

The doors to Columbia Central open each morning at **7:40 AM**. **Staff is on duty each morning at 7:30 AM**. All Columbia students must be in their assigned homeroom by **7:50 AM for attendance**. It is very important for all students to arrive on time in their homeroom. Students who arrive in homeroom after 7:50 AM are marked tardy. Cars dropping students off at school must enter off of Columbia Avenue to the East of our Campus; do not drop students off in the parking areas. Drop your Columbia Central students off behind the building in the area painted with a **YELLOW** Curb. Traffic will back up at the first corner, so please pull forward to allow traffic to move westward. The speed limit on the entire campus is 5 mph.

### For Arrival:

- **5<sup>th</sup>** and **6<sup>th</sup>** grade students will enter and depart the building through the **East Entrance** Doors, and go immediately to their lockers before Homeroom begins.
- **7<sup>th</sup>** and **8<sup>th</sup>** grade students will enter and depart the building through the **West Entrance** Doors, and go immediately to their lockers before Homeroom begins.
- All students in homerooms **104, 120** and **201** will enter and depart through the **West Entrance** Doors, and go immediately to their lockers before Homeroom begins.
- All students in room **135** and **138** will enter and depart through the **East Entrance** Doors, and go immediately to their lockers before Homeroom begins.
- **Morning Band and Choir Students** will enter through the Main Entrance before 7:15 AM. The Main Entrance on Richton Road is closed to students driven to school at 7:15 AM. Please be aware of staff entering the building as they cross through the North parking lot before 7:15 AM.
- **Breakfast** - The cafeteria opens at **7:30 AM** for students who want to eat breakfast at school. Enter through the South door to the cafeteria behind the school. Students must finish breakfast in time to reach homeroom by 7:50. Student ID's are required for all cafeteria services.

Students walking to school should arrive on campus at the main entrance at the intersection of Halsted Blvd. and Richton Road where the only crossing-guard is stationed and proceed to their designated entrance (see above) or cafeteria for breakfast. Always use sidewalks and follow the directions of the crossing guard and staff on duty.

Students who ride the bus to school will be dropped off at the yellow curb sidewalk behind the building and then go to their designated entrance (see above) or cafeteria for breakfast. A student ID is required to ride the bus and only school buses will enter the campus off of Richton Road at Halsted Blvd Main Entrance between 7:15 AM and 8:00 AM This year students

*Engaging every student .... every day .... in quality learning opportunities*

will receive a second ID to attach to their backpack. Their other ID and Lanyard must be worn at all times during the school day. It can be left in their locker at dismissal.

Please remember students who are driven to school will be dropped off behind the building these students will then go to their designated entrance. Note, after dropping off your student(s) at the **YELLOW** curb behind the building, please exit the Columbia Campus onto Park Avenue (northbound) to Richton Road. Richton Rd. will no longer be a one way street. Please observe all posted speed limits on campus (**5 mph**) and stop signs when dropping off your students. Always yield to students and staff. Remember, ***state law forbids the use of Cell Phones in school parking lots***. Remind your student(s) to walk on the sidewalk. Students entering at the West Entrance must use the sidewalks they are never required to walk on the wet grass or snow west of Columbia Central - use the sidewalks. You may drop your students off in the lot behind the old Parkview School this year. This may be quicker for some students.

**Buses:** When picked-up by the bus, students in **5<sup>th</sup> grade** will take the seats in the **front** of the bus, followed by the older students. Bus drivers have been instructed to load their bus in this way. Bus riders must remain seated while on the bus and show their ID to the driver. A back pack ID a zip connector will be given to all students this year.

**For Dismissal:**

Students are dismissed at 2:30 PM they should go directly home after school. For students staying afterschool for sports or other activities, Columbia Central provides an activity bus that leaves school at 3:45 PM. This bus is for students in afterschool activities, and there is no charge for the activity bus.

- Students will ride their assigned bus route home and exit through the same door that they entered at in the morning.
- Students who walk home will exit through the Main Entrance on the North side of the building. They are reminded to go straight home. The only crossing guard this year will be at Halsted and Richton Rd. There will not be crossing guards at Green St., Park Ave., or Emerald St.. It will be safer for students to cross Richton Rd. at Halsted Blvd. with the cross-guard. Please do not pick up students on Richton Road where traffic will be open in both directions.
- All students who are picked-up by car will exit through the East Entrance. These students must use the marked crosswalk or be picked up at curbside. Cars will then exit off campus to the east and on to Columbia Avenue away from the school buses. Please wait in your car for your child.
- Bike Riders are responsible for the security of their bike. Be sure to lock your bike securely to the bike rack.

Thank you for your understanding and assistance. The safety of our students and staff is only possible if we all work together and follow the above procedures.

Sincerely,



Michael Smith

Principal

Columbia Central School

[msmith@sd194.org](mailto:msmith@sd194.org)

***FYI: Columbia Central's Open House for Parents and STUDENTS this year is on Tuesday, September 19<sup>th</sup> from 6:00 to 7:30 PM. More information about our Open House will be coming to you later. Please plan on attending with your students and families.***