

Lexington Public Schools

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To: Paul Ash, Superintendent
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations,
Traffic Safety Advisory Committee Liaison
CC: Sandra Trach, Principal
Patrick Goddard, Director of Public Facilities
Capt. Manny Ferro, Police
John Fleck, Assistant Fire Chief
Date: February 19, 2014
Re: Estabrook Traffic Plan Policy Request and Interim Plan update

Included below is an interim traffic plan recommended by the Sandra Trach, Principal, Estabrook School. As a necessary interim step, it requires School Committee approval for specific traffic controls need that need to be put in place to address property access from Robinson Road and maintain access to the loading dock area.

The final Estabrook Traffic plan and policy design is not yet completed. The final traffic plan will be evaluated this spring by a multi-department task force consisting of the principal, School Department TSAC liaison, DPF, Police, and Fire. Town Engineering will be consulted as necessary.

Please request the School Committee vote the following as marked on the attached drawing:

- “No Parking” signs installed by DPF along the cul-de-sac, and loading dock area
- No Idling signs installed by DPF in loading dock area and along cul-de-sac
- Designate a Fire Lane around the building as shown on plans
- Authorize permission to obtain a delivery address for the loading dock area from DPW-Engineering.

Update on Robinson Road:

Robinson Road is approved to have major reconstruction and improvements. The road will be widened to 18 feet and will include a sidewalk along one side. Currently there is a plan to remove trees and begin road construction sometime this spring. The work will continue through September. Traffic policy for this road is being proposed as “no parking” on both sides of the street. Deliveries to the school will be made using this street. There will be at least one vendor per month arriving with an 18 wheeler to make food service deliveries. All food service deliveries are scheduled around the school day and should not interfere with arrival and dismissal.

Interim Traffic Management Plan:¹

The Estabrook principal, Sandra Trach, has established the following interim traffic, arrival/dismissal plan.

¹ See Link: <http://lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/11/11524%2013-09-19%20SPL%20Site%20Plan%20During%20Constr-14-02-24-14-06-2.pdf>

Arrival / Dismissal effective February 24, 2014²

Grove Street remains the main entrance for the existing and new Estabrook School, with Robinson Road drop-off and pickup only for Robinson Road and Turning Mill resident families. The Robinson Road rotary will be staffed with Estabrook faculty supervision effective February 24, 2014.

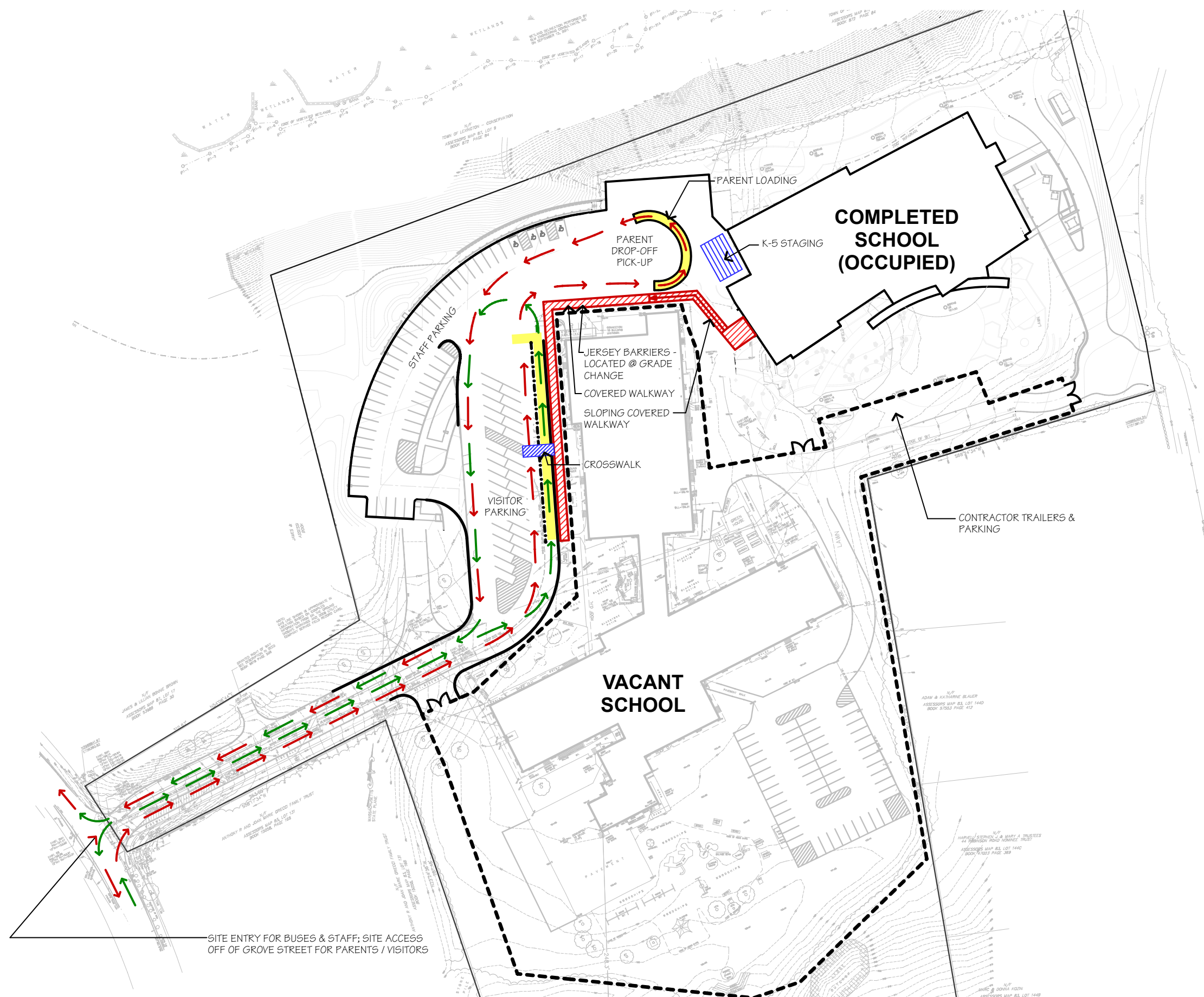
Generally, for arrival and dismissal, the following will apply as outlined by Principal Trach in the Estabrook Buzz, December 12, 2013 edition. However, modifications are provided by the attached Principal Trach's Estabrook Buzz edition dated February 11, 2014 (provided with this memo, pages 2-5).

- Arrival for car riders will flow the same way it does now. Vehicles will proceed up the driveway and drop off students curbside in front of Estabrook School. The front of the school will continue to be staffed with faculty supervision.
- Arrival/Dismissal for bus riders will flow the same way it does now. Bus riders will disembark the buses at the top of the bus fence and be met by faculty supervision. Students will walk up a slight inclined ramp to the new school. The pedestrian walkway that is closest to the existing school will be covered.
- Student line up in the morning (8:15-8:30 a.m.) will be on the side, hardtop playground, or in the cafeteria on inclement days. There are side entrance doors from the hardtop playground to the cafeteria. (MODIFICATION)
- Dismissal will flow the same general way it does now, with the vehicle queue forming in the same starting place. Buses will pull inside the bus fence per the usual procedure. Parent vehicles will be called forward by Estabrook Staff to the top of the cul-de-sac of the new school, a little further past our current pick-up location. Estabrook Staff will direct traffic and assist students safely to cars. Please take note; students will not be under a canopy cover from February – June 2014. They must dress appropriately for the weather.
- Bus students will line up inside the school, and then led outside in an orderly manner by bus number. Students will be boarded by staff supervision, as they are now.
- Staff will manage the departure of buses as they do now, and ensure there are no safety issues with parent vehicles and pedestrian traffic.
- The same visitor parking will be in place when the new school opens. Handicapped parking will remain in the same location it is now. The new, permanent parking lot will open for staff parking and additional visitor parking.
- Bicycle Racks will be located in front of the school for students.
- Pedestrian foot traffic should remain on sidewalks at all times from Grove Street, up the right side of the Estabrook driveway and to the new school front entrance.

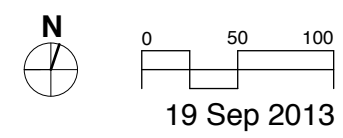
² source: Estabrook Buzz, December 2012

<http://lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/11/BuzzNewsletter%2012.10.13.pdf> and Estabrook Buzz, February 11, 2014

http://lps.lexingtonma.org/cms/lib2/MA01001631/Centricity/Domain/11/BuzzNewsletter_Feb11.pdf



- LEGEND**
- BUS ACCESS
 - BUS DROP-OFF
 - PARENT QUEUING / DROP-OFF / PICK-UP / EXIT
 - TRAFFIC SEPARATION FENCE
 - COVERED TEMPORARY WALKWAY
 - CROSSWALK
 - K-5 STAGING
 - CONSTRUCTION FENCE



Safety / Circulation Site Plan During Construction - 24 February 2014 - 27 June 2014

ESTABROOK ELEMENTARY SCHOOL
Lexington, MA

DiNisco Design Partnership
Limited
architects and planners



Estabrook BUZZ!

February 11, 2014

Principal's Message

There are many sentimental feelings in Estabrook School right now. It's not easy to say goodbye to our beloved school of 52 years. At the same time, the excitement of our new school is indeed mounting. This is a historical and momentous time for the Estabrook School community!

I have outlined in detail the celebrations, as well as systems and routines of the new Estabrook School. Please take time to review them for yourself, your caregivers and your children.

Please let our office know of any questions you might have.



Farewell Original Estabrook | Hello New School

On Wednesday, February 12, 8:45-9:30 a.m., I will lead a **tour of the new Estabrook School** for Estabrook parents only. Due to the new school being a work zone, children of any age are not permitted. If you are planning on attending the tour, please RSVP to estabrookpta@gmail.com. Please plan to meet me in the current school's lobby punctually at 8:45. I advise parents to wear boots or flat shoes. Cameras are welcome.

On Wednesday, February 12 and Thursday, February 13, 6:00-7:30 p.m. both nights, we invite all parents, district staff, town officials, alumni students, alumni faculty and staff, neighbors and community members to **"Sign Out of Estabrook School."** Walk the halls one more time; take photographs and then....add your signature to the hundreds of others who also love Estabrook School. Students will be signing their names to the main hall during school hours. You won't want to miss this!

On Friday, February 14, all of the students and staff of Estabrook School will make a giant loop within the halls of our school. We will pass a homemade book from student to student, staff mem-

DON'T FORGET!

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Wednesday, February 12

- Walking Wednesday
- 8:45-9:30: Principal Coffee / Tour the New Building

Wednesday, February 12 + Thursday, February 13

- 6:00-7:30 pm: Sign Out of Old Estabrook!

Friday, February 14

- Last Day in Old Estabrook Building
- Spirit Day! Wear your Estabrook Spiritwear or Valentine's colors

Monday, February 17-Friday, February 21

- February Break -NO SCHOOL!

Monday, February 24

- New School Opens!
- 8:45 am: Welcome Coffee - NEW Estabrook Cafeteria

ber to staff member, while singing our new Estabee school song. The individual pages of our school book were made by students and staff as an expression of their memories and wishes for the original and new schools. After the book "hugs" Estabrook School, it will wind up with me, where I will lead everyone in making a silent wish for our schools. Students will cup the wish in their hand, and then we will release our wishes up in the air! At the end of the day, I will engage the school in a final count-down to the official closure of the existing Estabrook School.

Teachers will be in communication about a school assembly scheduled for 2/27 in the new school. A flyer will be sent home. We look forward to gathering as a student body to celebrate our new school building in our beautiful new auditorium!

The Final Move | February Vacation

Over February vacation, the remaining instructional items from the original school will be moved to the new school. Since the new school has new furniture, we will mainly move books, instructional resources, files and some equipment.



Teachers have already begun to set up their new classrooms in the new school. The original Estabrook School will be fenced in over February break for abatement and demolition preparation. The scaffolding at the bus loop will turn the corner of the original school up to the entrance of the new school. The scaffold is for added protection during demolition. Abatement and demolition of the old school will take place March through May 2014, allowing phase II

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construction of the playground, athletic fields, permanent bus loop, landscaping and additional storm water systems.

Opening Day Arrival | The New Estabrook School

Monday, February 24, 2014 is the first day in the new school! As you are aware, this is the day we return from February vacation. Teachers have been preparing their students for this day through photographs and classroom teaching.



Students are learning about what will stay the same and what will be different. You may want to consider on the weekend before the opening, driving or walking the route to the new school. While much of it is nearly the same, this exercise may help your family feel at ease on opening day.

On Monday, February 24, your child can come to school in the same way

s/he does now. [Click here to review the Transportation Plan for the new school.](#)

Bus – The bus will enter the Grove Street driveway. Students will disembark in the same bus fence area. Staff will be present to help students walk directly from the bus, up to the new school entrance.

Car – Parent vehicles will enter from Grove Street, and follow the yellow curb up the driveway as they have before. The only difference is that parents will take a right turn past the bus fence and follow the horseshoe driveway to drop off their child in front of the new school. Take note, there will not be a curb. Follow staff direction at all times. Staff will be present to help your child get out of the car safely, and guide them to the front door of the new school. Cars will leave following the flow of traffic, past the new parking lot and back down to Grove Street. Please drive slowly and safely.



The new Robinson Road rotary in the rear of the new school is for Robinson Road and Turning Mill residents only. This is now a live drop-off. Do not park your car in the small Robinson Road rotary or get out of your vehicle. A staff member will be present to assist your child from your car to the cafeteria entrance of the new school. Parents wanting to accompany their children in the school must use the Grove Street entrance.

Walkers – Walkers from Grove Street must abide by the crossing guard's direction. Walkers will walk up the same sidewalk as they always have, but continue past the bus fence. Walkers

should turn right at the end of the bus fence, and follow the sidewalk up to the new school. This is one continuous sidewalk.

Walkers entering from the Robinson Road rotary will be met between 8:15-8:45 a.m. by the staff member supervising the live drop-off. Walkers will follow the same path to the new school as live drop off students, and enter the cafeteria side of the school.

Bicyclists – Due to the weather and grounds, I do not advise students to ride bicycles or scooters until the weather is better.

Once the weather permits, bicycle racks will be in the front and back of the school. Students should walk their bicycles / scooters on the property. A reminder about school policy: students in Grades 3-5 are the only students permitted to ride bicycles and scooters. Students must also wear a helmet.



Parking – Estabrook School will have expanded parking available in the front of the new school. Both the current visitor lot and the larger permanent lot will be open 2/24 – 6/30. Take note, the permanent lot is also the new staff parking lot. Staff parking is no longer in the back of the old school. If you are planning to park your vehicle and walk your child into school, please plan extra time. Proceed slowly in our parking lots using awareness and caution. Accompany your child through the lot, directly to the sidewalk under the scaffold. Follow the sidewalk up to the new school.

I will not mark tardiness the first week of the new school 2/24 – 2/28. Please still plan for on-time arrival, and collaborate with us as we help everyone adjust to the new school. Arrival is still 8:15-8:45 a.m. daily.

The First Day Arrival | The New Estabrook School

You can be assured that all Estabrook School staff will be on hand to greet your children on opening day in the new school. We plan to line ourselves from the front of the school, and the cafeteria side of the school, through the inside of the school halls, and to guide students to their line up location. We will make absolutely certain that all Estabrook students feel warmly welcomed and at ease in their arrival. No one will get lost. Together, our staff



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will gently guide each child to the proper location. We have left nothing to chance.

Whether your child arrives by car, by bus or walks, s/he will be guided continually by our staff to the gymnasium on the second floor. In the gym, there will be signs with teacher names, just like the first day of school in September. Teachers will be present and meet their students.

Parents will not accompany their child to the gymnasium. Instead I welcome parents to join the PTA Presidents and me for a **Welcome Coffee** at 8:45 a.m. in the cafeteria on the first floor. Dr. Ash, Lexington School Committee and Board of Selectmen are expected to join us. This is not a ribbon cutting event, but rather a chance for us to celebrate our new school on this special morn-



ing. After I greet the students and teachers in the gym, I will dismiss them for their classrooms and help everyone settle in their new classrooms. The PTA Presidents will start the Welcome Coffee at 8:45 and I plan to join shortly after 9:00. The coffee will be over at 9:30. There will not be an opportunity to tour the school or visit classrooms that day.

Arrival 2/25-2/28 | The New Estabrook School

After the first day and for the first week of the new school, all students will line up in the new cafeteria. There will be no outdoor line up. This is due to lack of hardtop space.

We will have designated locations for students to line up. Teachers will meet their classes like they did on the opening day.

At 8:30 a.m., teacher will lead their students to their lockers.

Students arriving after 8:30 a.m. will proceed directly to their lockers as usual. Staff will be on hand on every floor and in the stairwells to assist.

Parents will be permitted to accompany their child after 8:30 to their locker. As always, at 8:45 a.m., we are a closed campus. All parents who are not scheduled to volunteer that day are required to leave through the cafeteria door or the front main door. Our school day begins promptly at 8:45 a.m.

Arrival 3/3 – 6/24 | The New Estabrook School

When students arrive, they will line up at designated locations in the cafeteria.

Staff supervision will be present.

Students will be dismissed for lockers at 8:30 a.m. Staff supervision will continue to be present.

Students arriving between 8:30 – 8:40 a.m. should go directly to lockers.

Students not in homerooms by 8:45 a.m. are marked as tardy.

Take note, the new Estabrook has an 8:45 a.m. bell to signify the start of the school day.

Breakfast | The New Estabrook School

School breakfast resumes on the opening day of the new school.

Students who participate in school breakfast will pick up their breakfast at the cafeteria.

Supervising staff will guide these students to room 110 where they will eat, which is a room close to the cafeteria.

Students will be supervised by staff at all times, and assist students in going to their classrooms immediately following breakfast.

Lunch | The New Estabrook School

Lunch schedules remain the same in the new school.

Whitsons will run their normal lunch menu on the first day and during the first week of the new school.

We now have a cafeteria! The students will be seated by classrooms, and staff will guide students through the lunch line, seating locations and dismissal from lunch procedures.

We will be absolutely certain everyone has their full lunch and their usual amount of time to eat.

Recess | The New Estabrook School

Recess schedules remain the same in the new school.

Each grade level has its own individual outdoor recess, without other grades. This remains the same.

Due to a small hardtop area for recess (on the south side of the building) and the current weather conditions, lunch recesses will be indoor until further notice. This recess will continually be re-evaluated as the weather and grounds improve. Students will play indoor recess games and have free choice time.

I sent home a **recess memo** about our policies and practices, which parents are welcome to revisit.

Morning Club | The New Estabrook School

The Estabrook Morning Club will take place on the opening day of the new school, and every day thereafter.



Morning Club parents are expected to park their vehicles, walk their children into the new school front door and sign in.

Parents will be buzzed in the front door by staff.

I strongly advise Morning Club parents to arrive by 7:30 a.m.

First Day | First Week | The New Estabrook School

On the first day of school, students will familiarize themselves with their new classrooms, lockers and desks.

Students will be led on a tour of the new school with their teachers. Areas of key interest will be identified, including: the main office, nurse's office, specialist locations, cafeteria, recess, and arrival and dismissal locations. Stairwells and specific entrances and exits will also be taught. Off limit areas, such as the basement, will be taught as well. These areas will be locked.

Students will learn their new fire drill egress and evacuation procedures, and practice as a class. I expect there will be at least one fire drill in the first week of the new school.

Art, Music, Physical Education and Library classes will take place on the opening day according to usual schedules.

All other specialists will serve students in their classrooms on the first day, as to help provide familiarity and consistency. Starting 2/25 students receiving pull-out instruction will be accompanied directly to and from their services by their teachers.

Throughout Estabrook School, students will be accompanied at all times by a staff member, including in hallways and stairwells. Teachers will be explicit in teaching our new systems and routines, modeling for students how to travel from place to place, including which staircase and doors to use. There will be frequent, guided practice opportunities throughout the school day. Our goal is for all children to feel calm, confident and supported with their new school routines, while building familiarity with the new school day by day.

Students will not ride the passenger elevator unless there is a specific health or other educational need. Any student riding the elevator for an approved reason will be accompanied by a staff member. The elevator operates on a staff pass card only, therefore students cannot make the elevator travel floor to floor on their own.

Estabrook will maintain the same schedules for instruction, lunch and recess. This will help with consistency for students.

Before School Clubs | The New Estabrook School

All Before School Clubs will continue their normal schedules the week we open the new school.

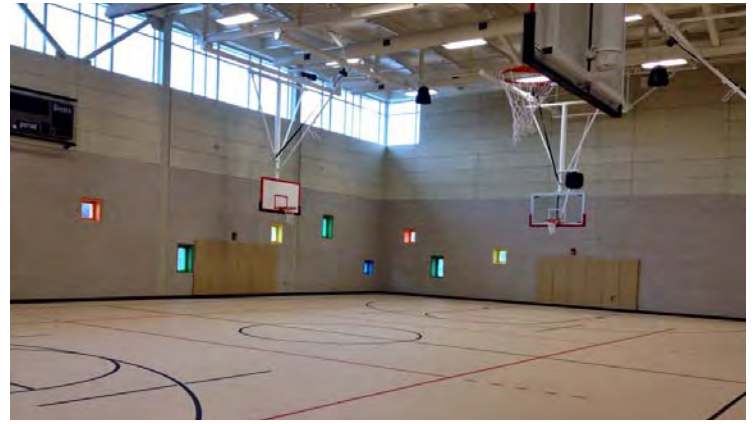
All clubs will take place at the cafeteria tables in the cafeteria of the new school.

Before School Sports | The New Estabrook School

Before School Sports resumes on Tuesday 2/25 in the new school.

Before School Sports students are expected to enter through the main front entrance only, and will need to be buzzed in.

Before School Sports students will proceed directly up to the second floor to the gymnasium.



Dismissal | The New Estabrook School

Lextended – Students in Lextended will be called down to Music Room 2, where attendance will be taken immediately and snack served. Once buses are dismissed, Lextended will use the full cafeteria, the gym and recess hardtop. Dismissal for Lextended is through the front main door. All parents must parking in a parking space (not the front car loop) and will be buzzed in the front door by Lextended staff in the lobby.

Bus – Students riding the bus will be called down by bus number to the cafeteria, and seated at designated tables with bus numbers. When each bus arrives, the bus students will be led by staff to the current bus fence area. Students will walk single file and be supervised along the way. Once each bus is fully loaded, it will be dismissed. This is the same procedure as the old school.

Robinson Road – Students participating in either the Robinson Road live dismissal rotary or walking home via Robinson Road will be called down to line up at the cafeteria door (termed “the Robinson Road door.”) A supervising staff member will lead these students out to the Robinson Road rotary. This is a live pick-up only. Please do not park or disembark your vehicle. Staff will supervise the dismissal from this location at 3:15 p.m. and not earlier.

Cars – Live dismissal in the new school operates like it does now, but with the benefit of additional driveway queue to advance vehicles forward. Staff will be stationed at new supervision points, in order to ensure student and pedestrian safety, and direct traffic. Please follow staff direction at all times.

Parents should once again review the [transportation plan](#). Take note of how the cars flow up the hill from the Grove Street entrance, and take a right at the bus fence corner.

Students will be lined up in K-5 classrooms in the front of the school (see the blue shaded area on the transportation plan.) Staff will continue to direct cars to pull forward; call students to parent vehicles (take note of the yellow shaded horseshoe on the plan); and supervise students boarding vehicles. The arrows indicate the direction of traffic leaving the school grounds. Please drive slowly and safely.

Students may still be dismissed to their parents directly on the

“patio” [hardtop in front of the school.] Please be aware, there is far less room for parent waiting area than at the old school. We expect the “patio” to be a small and congested space. This is due to the temporary dismissal design, which will change next year. We will dismiss your child to you as soon as possible. Parents can best support safety for all by leaving in vehicles immediately. Since visibility of students and parent vehicles is paramount in the dismissal process, I ask that parents not stay longer than need be. I appreciate your kind understanding. In the final school design, we will have a large patio and canopy structure where this will be less of an issue.

Evening Events | The New Estabrook School

The new Estabrook School will be hopping this spring with many school-sponsored events. I encourage parents to visit the [Estabrook webpage](http://lps.lexingtonma.org/estabrookes) (<http://lps.lexingtonma.org/estabrookes>) and the [PTA webpage](http://www.estabrookpta.org/) (<http://www.estabrookpta.org/>) for regular updates. Event reminders will also be sent home.

Communication | The New Estabrook School

The teachers and I will provide regular updates on how the students did on the opening day, and in the first week of school. If you have any questions or concerns at all, please reach out to us as quickly as possible.

All other school policy, safety and communication procedures remain the same as the old school.

We thank parents for their understanding and support as we learn and experience the new Estabrook School together. We recognize this is a time of great excitement, that must be balanced with support and consistency for all students. We plan to take our time, enjoy our new school and as always, practice safety and sensitivity to students’ needs as the number one priority.

I hope you treasure every moment of these historic three weeks.

Warmest regards,
Sandra A. Trach
Principal

