

Transportation

For the 2013-2014 school year, Castilleja School has made a commitment to reduce traffic by 20% over last year’s levels. This requires that all members of the school community abide by our Transportation Demand Management (TDM) plan, which is posted on the Student and Parent Portals. Please make yourself familiar with all guidelines with regard to parking, car registration, and traffic circulation, and make every effort to reduce your family’s transportation impact on the community.

Bicycles

Students are encouraged to ride their bikes to school. Racks for bicycles are provided on campus adjacent to the Joan Z. Lonergan Center and the Arrillaga Family Campus Center; bikes should be locked and parked away from sidewalk areas.

Traffic and Parking Policies

Castilleja’s Conditional Use Permit to operate a school in a residential neighborhood requires us to take responsibility for traffic and parking mitigation measures on the streets surrounding the school. We must be responsible citizens in this regard, and the school has made an agreement with the City of Palo Alto to enforce the following traffic/parking policies. These traffic policies are as important to the school as all other policies; they are policies that students and parents agree to abide by as part of enrolling at Castilleja. Guidelines are posted on the transportation pages of the Student and Parent Portals.

Carpooling is the best way to reduce traffic and parking around the school. Those who live close enough should walk, ride a bike, or use the free Palo Alto Shuttle Service. Castilleja is participating in the Carpool to School Program.

Arrive at school a few minutes earlier in the morning or arrive later in the afternoon when there is less congestion. Always be mindful of traffic, be courteous, never block driveways, and never park in front of a residence.

Castilleja parents, faculty, staff, and students are prohibited from stopping or parking in front of neighbors’ houses for any reason at any time except for major events such as Back-to-School Night, Grandparents Day, Founder’s Day, Promotion, and Graduation.

Drop-Off and Pick-Up

Please refer to the transportation pages of the Student and Parent Portals for drop-off and pick-up protocol. To more evenly distribute traffic and minimize backups, locations for the 2013-2014 school year are based on last name, as opposed to grade. No queuing is allowed in the street at any time. If the driveway is full, parents are required to circle the campus and come through again. No left turns are allowed into or out of the driveways at any time.

In addition, please observe the following:

- Do not pull into parking spaces or into the Gunn Family Administration Center parking lot when dropping off or picking up students.
- For your child’s safety, do not let children off across the street and have them cross in the middle of the block.
- Stopping in front of neighbors’ houses across the street to wait for your daughter is prohibited.

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- Always pull in all the way to the **end of the circular driveways**.
- Make sure your daughter is ready to get out of the car quickly by keeping her backpack and personal belongings in the seat next to her, as opposed to the trunk or other difficult to access place.
- Always follow the directions of the traffic monitor.
- **Do not block the street** for any reason at any time. Traffic must be able to flow on Kellogg, Bryant, and Emerson at all times.
- **Do not block the driveways**. If your daughter is not ready to enter the car, you must pull out of the driveway and drive around the block so that others can circulate through the driveway.
- Students with **learner’s permits may not drive** onto the street or driveways surrounding the school at drop-off and pick-up time. If your daughter wants to drive to or from school, pull over a few blocks away from the school to exchange drivers, having the parent drive the rest of the way to school.

Late Pick-Up Safety

- The Bryant Street “Carved/Green Doors” at the semi-circular driveway are locked at 4:00 p.m. After 4:00 p.m., parents must pick up their daughters at the Kellogg Avenue doors to the Arrillaga Family Campus Center, where the girls can wait inside the lobby or work in the library. The Kellogg Avenue doors are also locked for entry at 4:00 p.m., but students can exit when their parents arrive in the Kellogg Avenue driveway for pick-up.
- At 6:00 p.m. the Arrillaga Family Campus Center is closed and all students should have been picked up.
- Parents must pick up their daughters by 6:00 p.m. In extraordinary circumstances, students might not have been picked up by 6:00 p.m. After 6:00 p.m., those students must wait in the lobby of the Gunn Family Administration Center on Bryant Street and they must contact their parents to pick them up there from the Gunn Family Administration Center parking lot.
- Students are instructed not to open locked doors for unknown individuals. Please wear your name badge when on or entering campus.

Vehicle Registration and Parking

All students, faculty, and staff who drive to school and whose license allows are encouraged to carpool with others. Some sophomores have licenses which disallow them to drive other students in their vehicle; it is for this reason and because of limited parking space that we discourage sophomores from driving vehicles to campus.

Driving a car to school and parking at school are considered privileges. Any student who drives to school must agree to abide by all the traffic/parking policies or she will have her **privilege of bringing a car to campus revoked**.

All vehicles brought or driven to school by students must be registered with the Office Manager.

- A school-issued parking sticker **must** be affixed to the lower corner of the passenger-side front windshield of any car parked on or around the school campus.
- A student may register as many vehicles as she thinks she may drive to campus.

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- Students who do not have a parking sticker attached to the windshield may not park in any parking lots or on any streets within two blocks surrounding the school.
- If a student arrives at school with an unregistered vehicle, she will be required to remove the vehicle from the school and the streets surrounding the school, the parent(s) will be notified, and parking privileges will be revoked.

School-associated vehicles, including those driven by parents and students, must abide by the following parking policies:

- Vehicles **may not park in front of any neighbors’ houses** on any of the streets immediately surrounding or within four blocks of the school.
- Vehicles may park **ONLY on the school side of the street** on the blocks of Bryant, Kellogg, and Emerson which immediately surround the school.
- Vehicles may park only next to the side-yards of houses that are beyond the streets immediately surrounding the school.
- Vehicles may also park on the non-residential side of Waverley or next to side-yards of houses not directly across the street from the school.
- Vehicles must **never block neighbors’ or school driveways**.
- Vehicles should park close together, leaving minimal space between vehicles. Since all cars will be registered, if a problem arises, a vehicle can be moved.

Students must park according to the following **grade-level parking zones**:

Seniors: Parking lot behind the Joan Z. Lonergan Center and on the streets surrounding the school, according to parking guidelines.

Juniors: Only on the streets surrounding the school, according to parking guidelines.

Sophomores: Sophomores are discouraged from bringing a vehicle to campus and may park only on the streets two blocks beyond the school and in accordance with parking guidelines.

Freshmen: Freshmen are not allowed to park a vehicle on or around the campus.

Infractions

Castilleja considers infractions of traffic/parking guidelines to be serious infractions of school policy. In the event of such an infraction, students will be given one warning, which includes a \$25 fine. A second infraction will result in having the privilege of bringing a car to campus revoked for one week. A third infraction will result in having the privilege of bringing a car to campus revoked for the remainder of the school year.

If a student arrives at school with an unregistered vehicle, she will be required to remove the vehicle from the school and/or the streets surrounding the school, her parent(s) will be notified, and her parking privileges will be revoked.

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Shuttle Service To and From the Train Station

Students who use the train to commute to the school can use the free Palo Alto Shuttle to obtain transportation to and from the Palo Alto Train Station and the school.

In addition, at the end of the school day Castilleja will make two scheduled van runs from the school to the Palo Alto Train Station.

If CalTrain’s scheduled departure times unexpectedly change, the Castilleja van service will try to accommodate the changes or delays. The van can seat nine passengers besides the driver. If more than nine students sign up to ride on any day, the shuttle will make two separate trips to accommodate riders. The first nine students will be taken on the first run and the remaining students will be taken on the second run. It is rare that more than nine students request van service on any day.

Van riders must return a signed Registration and Permission and Release Agreement (located on the Castilleja website) before they are allowed to ride the school’s shuttle to the train station. Please refer to this form on the Parent Portal (under the “Documents and Forms” tab) for more information: “Castilleja School Van Service Registration Form.”