

Drop Off/ Pick Up of Students

General Information

- **Cell phone use is prohibited in school zones. Violations could result in a citation.**
- The front circle drive shall be used for all drop off and pick up. Only one lane of cars shall be formed. Cars should pull as far up to the end of the front sidewalk as possible. The outside bus lane shall stay clear at all times. **Do not drop off or pick up in the front parking lot.**
- Students and adults shall always use the crosswalk. Cars shall never block crosswalk.
- There will be no drop off or pick up in the Special Education/DAEP parking lot. Doing so will result in a detention being assigned to the student.
- The side road is closed to public traffic between 7:00 a.m. and 4:00 p.m. No exceptions will be granted.
- Parents are expected to make transportation arrangements. No child shall be left waiting for more than 15 minutes.

Mornings

- Students who have **athletics first period or who need to drop off a band instrument** may be dropped off behind the school in the mornings only. Please follow traffic arrows and make a loop around the parking lot. Cars must exit out the gates, not down the side road.
- Students will walk up the sidewalk on the side of the building to the courtyard. Students will only be able to enter the building through the doors in the courtyard.
- Students should not be dropped off earlier than 7:35 a.m. It is not safe for them to be unsupervised for any period of time.
- After entering the building at 7:35 a.m., students will go directly to the cafeteria. Students may not stop by their lockers at this time.
- If a parent has business to take care of in the office, students will be allowed to enter through the front doors with their parents.

Afternoons

- Students shall be picked up in the front of the building.
- Please pull as far up to the end of the front sidewalk as possible to help get traffic off the road.
- The parking lot is closed to traffic.
- Students must be picked up by 3:30 p.m. or within 15 minutes after a scheduled extracurricular or assigned school activity.

This procedure will produce a safer school day for our students and a less congested flow of traffic for parents. Citations may be issued for violations.