

PICK-UP AND DROP-OFF PROCEDURES FOR STUDENTS NOT USING SCHOOL PROVIDED TRANSPORTATION

A.M. DROP-OFF:

- Enter school grounds from Spriggs Road
- You will be directed to Main Parking Lot on the left
- Follow signs/arrows to outside (right) lane around the parking lot toward drop off area
- Do not stop to drop off your student in an unauthorized area; do not hold up incoming traffic
- Pull up to designated **STUDENT 'DROP OFF AREA'** at the top of the parking lot (near the stairs leading to the sidewalk) –**SIGN INDICATES 'STUDENT DROP- OFF AREA'**
- Students will utilize steps to walk down to the sidewalk and walk to the left around the bus circle to the entrances of the building.
- **FOR THE SAFETY OF ALL - STUDENTS ARE NOT TO CROSS THE STREET – UNLESS ESCORTED BY AN ADULT.**
- Follow directions of those directing traffic (*use proper exit lane). Follow arrows to exit parking lot; do not use center lane in parking lot to exit lot.

P. M. PICK-UP:

- Enter school grounds from Spriggs Road
- Enter Main Parking Lot on left and park
- Flow of traffic should follow arrows; no traffic exits lot through center lane
- Please be courteous and do not block traffic or double park your car
- Students will be dismissed immediately following the exit of the school buses
- Students will exit the building and cross the street, using the cross walk, to the parking lot
- Once the student is picked up, continue around the outermost lane of parking lot to exit
- **NO CARS ARE PERMITTED IN THE BUS LANES.**

NOTE:

- ❖ **BUSES HAVE PRIORITY FOR ENTERING AND LEAVING SCHOOL GROUNDS**
- ❖ **WAIT YOUR TURN TO EXIT**
- ❖ **DO NOT PASS BUSES UNLESS INSTRUCTED**
- ❖ **CENTER LANE IN PARKING LOT IS ENTRANCE ONLY. NO EXIT FROM CENTER LANE.**
- ❖ **SAFETY FIRST - STUDENT SAFETY IS OUR PRIORITY**