

# Transportation Instructions to HCS School Family for 2021-2022

This document contains a section for arrival/drop-off instructions and a section for dismissal/pick-up instructions. **YOU DO NOT NEED TO READ AND ABSORB THIS ENTIRE DOCUMENT.** For vehicles coming onto campus for arrival/drop-off in the AM – find the “Arrival Category” that describes you in pages 2-9, turn to that page, and follow those instructions. For vehicles coming onto campus for pick-up/dismissal in the PM – find the “Dismissal Category” that describes you in pages 11-18, turn to that page, and follow those instructions. Please contact Bryan Wilson at [bwilson@harfordchristian.org](mailto:bwilson@harfordchristian.org) if you have any questions.

## Arrival Categories for 2021-2022

Please select the category below that applies to your arrival/drop-off transportation context. Turn to that category page for instructions and a visual guide for traffic flow.

Category #1	Drop-off to kindergarten building ONLY (K-4, K-5, and 5 <sup>th</sup> grade students)	Page 2
Category #2	Drop-off to elementary building ONLY (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup> grade students)	Page 3
Category #3	Drop-off to high school building ONLY (7 <sup>th</sup> -12 <sup>th</sup> grade students)	Page 4
Category #4	Drop-off to kindergarten and elementary building	Page 5
Category #5	Drop-off to kindergarten and high school building	Page 6
Category #6	Drop-off to elementary and high school building	Page 7
Category #7	Drop-off to ALL three buildings (kindergarten, elementary, and high school)	Page 8
Category #8	Student drivers who will be parking for the day	Page 9

## Arrival Traffic Rules for Everyone All the Time

- Observe posted speed limit of no more than **10 MPH**.
- Direction on the traffic circle should always move counter-clockwise.
- On the traffic circle students should always disembark from passenger or right side of vehicle. Please arrange for children’s car seats to be on the passenger side for kindergarten building drop-off.
- On the traffic circle, **you may carefully pass on the left** - cars and vans that are stopped at the curb. Do not pass buses whose red lights are flashing.
- ALWAYS STOP and NEVER pass a school bus whose red lights are blinking.
- At the high school for AM arrival, vehicles always enter the main entrance (traffic circle), proceed up the hill, and exit out the south entrance. **NO south entrance entry** during arrival/dismissal. One-way traffic ONLY during arrival and dismissal.
- General Arrival Times
  - Kindergarten-Only Building (kindergarten and 5<sup>th</sup> grade students) from 7:55 AM until 8:05 AM
  - School buses and vans to all buildings from 8:05 AM until 8:15 AM
  - Student drivers from 8:05-8:15 AM
  - Kindergarten midday arrival for PM instruction from 12:10-12:20
  - All other from 8:15-8:25 AM



## Category #1 – AM Kindergarten Only Drop-off (K-4, K-5, and 5<sup>th</sup> Grade Students)

### AM Drop-off for Instruction or Morning Care:

- Time your arrival for **earliest 7:55 AM and latest 8:05 AM**. If you arrive after 8:05 AM please park in Middle Parking Lot above the kindergarten building and walk your student down to the building.
- Enter the Main Entrance and proceed onto the traffic circle.
- As you approach the curb for drop-off, pull up as far forward as possible (especially 5<sup>th</sup> grade families), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff will be available to assist K-4 and K-5 students from the vehicle.
- When your student is clear and on their way, please carefully exit around the circle and back out the Main Entrance.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. **It is very important that traffic on the traffic circle be steadily and efficiently moving.**

### Midday Drop-Off Time for PM Instruction:

- Time your arrival for **earliest 12:10 PM and latest 12:20 PM**.
- Enter the Main Entrance and proceed onto the traffic circle.
- As you approach the curb for drop-off, pull up as far forward as possible, allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle.
- When your student is clear and on their way, please carefully exit around the circle and back out the Main Entrance.



## Category #2 – AM Elementary Only Drop-off (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> Grade Students)

- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. If you arrive before 8:15 AM, you students should remain in your vehicle until Mr. Jonathan Peters indicates that they may enter the building.
- Enter the North Entrance and form two lanes as you approach the building entrance. These will be indicated with traffic cones to start the year.
- Mr. Jonathan Peters will be supervising and controlling both lanes of traffic during 8:15-8:25 AM.
- All students should disembark from the driver's elementary side of the vehicle.
- When your student is clear and on their way, wait for Mr. Peters to signal that it is ok to proceed forward.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up to the entrance. **It is very important that traffic be steadily and efficiently moving.**
- After Mr. Peters has signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle. Mrs. Terri Coster will be supervising and controlling your entry onto the traffic circle.
- Proceed around the traffic circle and depart via the Main Entrance.





### Category #3 – AM High School Only Drop-off (7<sup>th</sup> through 12<sup>th</sup> Grade Students)

- Time your arrival for **earliest 8:15 AM and latest 8:25 AM**. If you arrive before 8:15 AM, you will be interfering with school bus/van drop-off times.
- **NO AM Arrival traffic may enter the south entrance**. This entrance will be a one-way exit during morning arrival.
- Enter the Main Entrance and proceed around the traffic circle in a counter-clockwise direction and proceed up the hill to the high school drop-off areas. You may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If you drop-off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that others students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you drop-off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**



## Category #4 – AM Elementary and Kindergarten Drop-off

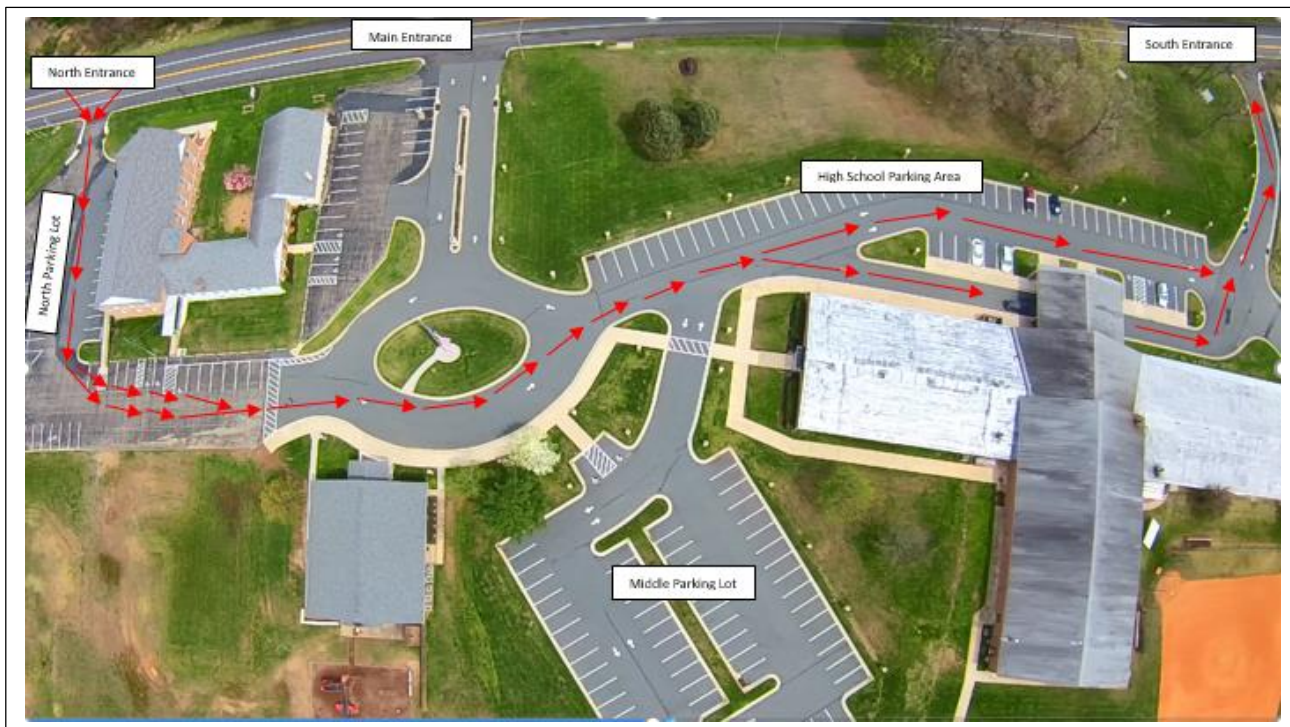
- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. . If you arrive before 8:15 AM, you students should remain in your vehicle until Mr. Jonathan Peters indicates that they may enter the building.
- Enter the North Entrance and for two lanes as you approach the building entrance. These will be indicated with traffic cones early in the school year until everyone is in the routine.
- Mr. Jonathan Peters will be supervising and controlling both lanes of traffic during 8:15-8:25 AM.
- All students disembark from the driver's elementary side of the vehicle.
- When your student is clear and on their way, wait for Mr. Peters to signal that it is ok to proceed forward.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up to the entrance. **It is very important that traffic be steadily and efficiently moving.**
- After Mr. Peters has signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle. Mrs. Terri Coster will be supervising and controlling your entry onto the traffic circle.
- Proceed onto the traffic circle and as you approach the curb for drop-off, pull up as far forward as possible (especially for 5<sup>th</sup> graders), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff are available to assist K-4 and K-5 students from the vehicle.
- When your student is clear and on their way, please carefully exit around the circle and back out the main entrance.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. It is very important that traffic on the traffic circle be steadily and efficiently moving.





## Category #5 – AM Kindergarten and High School Drop-off

- Time your arrival for **earliest 8:15 AM and latest 8:25 AM**. If you arrive before 8:15 AM, you will be interfering with school bus/van drop-off times.
- Enter the main central entrance and proceed onto the traffic circle.
- As you approach the curb for drop-off, pull up as far forward as possible (especially 5<sup>th</sup> grade families), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff will assist K-4 and K-5 students from the vehicle.
- When your student is clear and on their way, please carefully exit around the circle and up to the high school.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. **It is very important that traffic on the traffic circle be steadily and efficiently moving.**
- At the high school you may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If you drop-off students under the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that others students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you drop-off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**



## Category #6 – AM Elementary and High School Drop-off

- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. If you arrive before 8:15 AM, your students should remain in your vehicle until Mr. Jonathan Peters indicates that they may enter the building.
- Enter the North Entrance and form two lanes as you approach the building. These will be indicated with traffic cones early in the school year until everyone is in the routine.
- Mr. Jonathan Peters will be supervising and controlling both lanes of traffic during 8:15-8:25 AM.
- All students disembark from the driver's elementary side of the vehicle.
- When your student is clear and on their way, wait for Mr. Peters to signal that it is ok to proceed forward.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up to the entrance. **It is very important that traffic be steadily and efficiently moving.**
- After Mr. Peters has signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle. Mrs. Terri Coster will be supervising and controlling your entry onto the traffic circle.
- Proceed around the traffic circle and up to the high school.
- At the high school you may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If you drop-off students under the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that other students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you drop-off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**





## Category #7 – AM Elementary, Kindergarten, and High School Drop-off

- Time your arrival for **earliest 8:10 AM and latest 8:25 AM**. If you arrive before 8:15 AM, your students should remain in your vehicle until Mr. Jonathan Peters indicates that they may enter the building.
- Enter the North Entrance and form two lanes as you approach the building entrance. These will be indicated with traffic cones early in the school year until everyone is in the routine.
- Mr. Jonathan Peters will be supervising and controlling both lanes of traffic during 8:15-8:25 AM.
- All students disembark from the driver's elementary side of the vehicle.
- When your student is clear and on their way, wait for Mr. Peters to signal that it is ok to proceed forward.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the North Parking Lot before entering the car line and walk your student up. **It is very important that traffic be steadily and efficiently moving.**
- After Mr. Peters has signaled that it is ok to proceed forward, merge back into one lane as you enter the traffic circle. Mrs. Terri Coster will be supervising and controlling your entry onto the traffic circle.
- Proceed onto the traffic circle and as you approach the curb for drop-off, pull up as far forward as possible (especially 5<sup>th</sup> grade families), allowing room for those behind you to pull alongside of curb.
- All students disembark from the passenger side (curbside) of the vehicle. Staff will assist K-4 and K-5 students.
- When your student is clear and on their way, please carefully exit around the circle and up to the high school.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the Middle Parking Lot above the kindergarten building to park and walk your student down to the building. **It is very important that traffic on the traffic circle be steadily and efficiently moving.**
- At the high school you may take one of two paths for drop-off. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both paths are ONE-LANE and ONE-WAY - - not two lanes.
- If you drop-off students under the bus canopy, have your student disembark from the passenger side of the vehicle. Please be aware that others students are being dropped off to your left and may be crossing into the building near or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you drop-off students outside (to the left) of the bus canopy, have your student disembark from the passenger side of the vehicle. Students should proceed carefully across the other lane of traffic that is dropping students off under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**





## Category #8 – AM High School Driving/Parking Students

- ALL driving students must obtain a parking pass from Mr. Carper within the first two week of school.
- Time your arrival for **earliest 8:05 AM and latest 8:15 AM**. If you arrive after 8:15 AM, you will be interfering with peak traffic for arrival/drop-off.
- **NO AM Arrival traffic may enter South Entrance.** This entrance will be a one-way exit during morning arrival.
- Enter the Main Entrance and proceed around the traffic circle in a counter-clockwise direction and proceed up the hill to the Middle Parking Lot below the high school building.
- Park in the parking spots closest to the high school building.
- If you are bringing students who are in the kindergarten or elementary buildings, you must accompany any students under 4<sup>th</sup> grade age-level to their buildings. If you want to drop-off students to their buildings, you must follow other category instructions as per their assigned building, then park in the student parking area.
- Driving students may not loiter in the parking area upon arriving to school and parking. They should immediately enter the building via the main entrance under the bus canopy.

## Dismissal Categories for 2021-2022

Please select the category below that applies to your family. Turn to the category page for instructions and a visual guide to traffic flow.

Category #1	Pick-up from kindergarten building ONLY (K-4, K-5, and 5 <sup>th</sup> grade students)	Page 11
Category #2	Pick-up from elementary building ONLY (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , and 6 <sup>th</sup> grade students)	Page 12
Category #3	Pick-up from high school building ONLY (7 <sup>th</sup> -12 <sup>th</sup> grade students)	Page 13
Category #4	Pick-up from kindergarten and elementary building	Page 14
Category #5	Pick-up from kindergarten and high school building	Page 15
Category #6	Pick-up from elementary and high school building	Page 16
Category #7	Pick-up from ALL three buildings (kindergarten, elementary, and high school)	Page 17
Category #8	Student drivers' dismissal procedures	Page 18

## Dismissal Traffic Rules for Everyone All the Time

- Observe posted speed limit of no more than **10 MPH**.
- Direction on the traffic circle should always move counter-clockwise.
- On the traffic circle students should always disembark from passenger or right side of vehicle. Please arrange for children's car seats to be on the passenger side for kindergarten building drop-off.
- On the traffic circle, you may **carefully pass** on the left - cars and vans that are stopped at the curb.
- At the high school for PM dismissal, cars always enter the main entrance (traffic circle), proceed up the hill, and exit out the south entrance. NO South Entrance entry during arrival/dismissal. One-way traffic ONLY during arrival and dismissal.
- General Dismissal Times
  - Midday Kindergarten AM Instruction Pick-Up is 11:30-11:45 AM
  - End-of-Day Kindergarten PM Instruction and Afternoon Care Pick-Up is 3:05-3:15 PM or after 3:15 until 3:25 PM at the elementary dismissal ramp in the North Parking Lot.
  - Kindergarten-Elementary bus/van and car students north parking lot 3:05-3:25 PM
  - 7<sup>th</sup>-12<sup>th</sup> bus/van and car students high school 3:17-3:30 PM





## Category #1 – Kindergarten Student Only Pick-Up

### Mid-day Pick-Up for Kindergarten AM Instruction

- Time your pick-up arrival for kindergarten AM instruction students **earliest 11:30 and latest 11:45 AM.**
- Enter the Main Entrance and proceed onto the traffic circle.
- As you approach the curb for pick-up, pull up as far forward as possible allowing room for those behind you to pull alongside of curb.
- Please pick-up your kindergarten student at the front door and assist them into your vehicle.
- When the area is clear, please carefully exit around the circle and back out the Main Entrance.
- If for any reason, you need to delay or if you need to get out of your vehicle, please proceed to the parking lot above the kindergarten building to park and walk down to the building. It is very important that traffic on the traffic circle be steadily and efficiently moving.

### Pick-Up for Kindergarten PM Instruction and Afternoon Care:

- Time your arrival for pick-up for **earliest 3:05 PM and latest 3:15 PM.** Any vehicles arriving for kindergarten pick-up after 3:15 PM need to park in the North Parking Lot below the elementary building and meet your kindergarten student at the elementary dismissal ramp.
- Enter the Main Entrance and proceed onto the traffic circle.
- As you approach the curb for pick-up, pull up as far forward as possible, allowing room for those behind you to pull alongside of curb.
- Please pick-up your kindergarten student at the front door and assist them into your vehicle.
- When the area is clear, please carefully exit around the circle and back out the Main Entrance.



## Category #2 – Elementary Student Only Pick-up

- Time your arrival for pick-up for **earliest 3:05 and latest 3:20 PM**.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- Walk up to the ramp to secure your student(s) from our dismissal staff. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- When you have secured your student and see that your area is clear, you may leave via the North Parking Lot or await our bus/van departures to proceed to the traffic circle.
- If you only have 5<sup>th</sup> grade elementary students to pick-up, you may either park in the Middle Parking Lot above the kindergarten and meet your 5<sup>th</sup> grader at the kindergarten side door no later than 3:10 PM or you may park in the North Parking Lot as outlined above. Fifth graders will be dismissed with the rest of the elementary building population around 3:10 PM. Bus/van students will board and car students will meet their respective ride connections, whether at the kindergarten side door or elementary dismissal ramp.





### Category #3 – High School Building Only Pick-up

- Time your arrival for pick-up for **earliest 3:10 and latest 3:30 PM**. High school students are dismissed at 3:17 PM.
- Enter the Main Entrance and proceed counter-clockwise around the traffic circle to the high school. **Do not enter the South Entrance for PM Dismissal**. This is a ONE-LANE ONE-WAY exit for PM dismissal time.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If you pick-up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you pick-up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**



## Category #4 – Elementary and Kindergarten Pick-up

- Time your arrival for pick-up for **earliest 3:05 and latest 3:20 PM**.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- Teachers will be walking kindergarten students down from the kindergarten building to the elementary dismissal ramp to meet you and your elementary student(s).
- **For safety reasons DO NOT instruct your elementary student(s) to come to the kindergarten to meet you.**
- Walk up to the ramp to secure your student(s) from our dismissal staff. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- When you have secured your student(s) and see that your area is clear, you may leave via the North Parking Lot or await our bus/van departures to proceed to the traffic circle.
- For 5<sup>th</sup> grade students coming from the kindergarten building, you may either park in the parking lot above the kindergarten (Middle Parking Lot) and meet your 5<sup>th</sup> grader at the kindergarten side door or you may park in the North Parking Lot as outlined above. Fifth graders will be dismissed with the rest of the elementary building population. Bus/van students will board and car students will meet their respective ride connections, whether at the kindergarten side door or elementary dismissal ramp.





## Category #5 – Kindergarten and High School Pick-up

- High school students are not dismissed until 3:17 PM. For this reason, students in the high school building cannot connect with a 3:05-3:15 PM kindergarten pick-up location.
- First, please pick-up your kindergarten student from 3:05-3:15 PM and then proceed into the high school car line.

### Pick-Up for Kindergarten PM Instruction and Afternoon Care:

- Time your arrival for pick-up for **earliest 3:05 PM and latest 3:15 PM**. Any vehicles arriving for kindergarten pick-up after 3:15 PM need to park in the North Parking Lot below the elementary building and meet your kindergarten student at the elementary dismissal ramp.
- Enter the Main Entrance and proceed onto the traffic circle.
- As you approach the curb for pick-up, pull up as far forward as possible, allowing room for those behind you to pull alongside of curb.
- Please pick-up your kindergarten student at the front door and assist them into your vehicle.
- When the area is clear, please carefully exit around the circle into the high school car line.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If you pick-up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you pick-up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**



## Category #6 – Elementary and High School Pick-up

- Time your arrival for pick-up for **earliest 3:05 and latest 3:20 PM**.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- Walk up to the ramp to secure your student(s) from our dismissal staff. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- When you have secured your student(s) and see that your area is clear, you may leave via the North Parking Lot or await our bus/van departures to proceed to the traffic circle and then onto the high school car line.
- You may elect to have your 5<sup>th</sup> or 7<sup>th</sup>-12<sup>th</sup> grader meet you in the North Parking Lot. This may be especially relevant if your 7<sup>th</sup>-12<sup>th</sup> grader ends their day with concert band or vocal choir in the elementary building. They are permitted to walk down from the kindergarten or high school with bus/van students to meet you in the North Parking Lot. If not, please follow high school pick-up procedures below.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY - - not two lanes.
- If you pick-up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you pick-up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**





## Category #7 – Elementary, Kindergarten, and High School Pick-up

- Time your arrival for pick-up for **earliest 3:05 and latest 3:20 PM**.
- Enter the North Entrance and park in the North Parking Lot below the elementary building.
- Teachers will be walking kindergarten students down from the kindergarten building to the elementary dismissal ramp to meet you and your elementary student(s).
- **For safety reasons DO NOT instruct your elementary student(s) to come to the kindergarten to meet you.**
- Walk up to the ramp to secure your student(s) from our dismissal staff. For reasons of safety, we will not release students from the ramp to cross the parking lot to parked cars. You will need to come connect with them.
- When you have secured your student(s) and see that your area is clear, you may leave via the North Parking Lot or await our bus/van departures to proceed to the traffic circle.
- You may elect to have your 5<sup>th</sup> or 7<sup>th</sup>-12<sup>th</sup> grader meet you in the North Parking Lot. They are permitted to walk down from the high school with bus/van students and to meet you in the North Parking Lot. If not, please follow high school pick-up procedures below.
- At the high school you may take one of two paths for pick-up. Either to the right and under the bus canopy for drop-off or to the left of the bus canopy for drop-off. Both pathways are ONE-LANE and ONE-WAY -- not two lanes.
- If you pick-up students under the bus canopy, please be aware that others students are being picked up to your left and may be crossing to their cars to or in front of your vehicle. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your left.
- If you pick-up students outside (to the left) of the bus canopy, students should proceed carefully across the other lane of traffic that is picking-up students from under the bus canopy. When the area is clear of students, you may proceed forward and exit out the south entrance. Watch out for merging traffic from your right.
- If for any reason, you need to delay or if you need to get out of your vehicle, please park in the High School Parking area. **It is very important that traffic be steadily and efficiently moving.**



## Category #8 –High School Driving/Parking Students Dismissal

- ALL driving students must obtain a parking pass from Mr. Carper within the first two weeks of school.
- Driving students must remain in the high school building until the 3:25 PM bell. When that bell rings, high school driving students may exit the high school building and go directly to their vehicle, then exit campus. If the driving student is transporting other students from the kindergarten, elementary, or high school buildings, please note the following policies.
  - If you are transporting kindergarten and/or elementary students, you may either make arrangements to leave the building at dismissal and walk them up the hill to your vehicle or you may drive down to the North Parking Lot between 3:25 and 3:30 PM to pick them up at the elementary dismissal ramp.
  - If you are transporting students from the high school building, they must remain in the building until the 3:25 PM bell and depart the building with you to your vehicle.
- Driving students who leave on “early release” are expected to exit campus immediately after their last scheduled obligation.
- Any other exceptions must be administratively approved through the principal’s office.
- Driving students may turn left out of the Middle Parking Lot and depart from the Main Entrance or may turn right out of the Middle Parking Lot and depart via the South Entrance