Morning Drop-Off Procedures

Classes begin at 7:15. Students will receive an unexcused tardy if they are not in class by that time. We strongly encourage you to have your child ride the bus or bring them to school before 7:00.

Only vehicles displaying an HMS parking tag will be allowed entry to the side or rear parking lots.

- Please use both lanes to enter the drop off area in the mornings. Please be aware of busses, as they will be moving to the rear of the building for drop off.
- No student should exit his or her vehicle, starting at 6:45am, without being instructed by a staff member to do so.
- On mornings that traffic is not heavy and during inclement weather, the staff on duty may alter the stopping location of the lead cars in the circle.
- After entering the drop off area, please keep your vehicle moving until you are instructed to stop by a staff member.
  o Please place your vehicle in park once fully stopped, as students will be crossing between vehicles to reach the sidewalk.
  o All vehicles will unload at the same time; students should remain in the vehicle until instructed to unload.
  o When instructed to unload all students should walk directly to the sidewalk, not down the parking lot. This helps us begin moving the next line of vehicles into the drop off area in the most efficient manner.
  o No vehicles will be allowed to exit the drop off area until all students have exited and are safely to the sidewalk.
  o During heavy rain the unloading zone will change in order to keep students as dry as possible while entering the building.
    - Unloading will occur from the far end of the covered pavilion to the front door. Traffic will be moved up as quickly as possible. Please do not allow your student to unload in any area other than this during heavy rain. Generally during a light rain or mist normal drop off procedures will remain in place.

We appreciate your cooperation with all staff members who are out front directing traffic.

Please be patient with morning drop off as we see the largest number of car riders for the first few weeks of school.

These procedures have been put in place to assure the SAFETY of ALL students and staff members.

**Afternoon pick up procedures are located on the back of this sheet**
Afternoon Pick-up Procedures

All parents should pick up their students in the semi-circle in front of the building. No parents, except daycare, should be on the side or the back of the building. Daycare parents, who are not Hunter Middle School faculty, must display their Hunter vehicle pass to be allowed in the back of the building.

Unlike morning drop-off procedures, parents may only use one lane (the far right hand lane) on Lebron Sterchi Dr. in the afternoon. Prior to parents may enter the semi-circle in front of the building in single file until the inside lane, the lane closest to the median, is full. At that point, parents are to wait in line on Lebron Sterchi Dr. (We must leave access for our few busses that pick up in the front of the building.)

The second lane, the one closest to the building, will be directed to enter the semi-circle by a staff member. Please do not begin the second row until you have been instructed.

Once both rows of the semi-circle are filled, the students will be dismissed from the building and will be expected to move between the two rows of vehicles, on both sides of the median, to find their vehicles. If their vehicle is not in the first round, the students will wait in the center section, the median. Once all vehicles are filled, they will be directed by a staff member to move out. Both lanes will be dismissed together with the parents alternating as they are leaving the semi-circle.

As you enter the semi-circle for round 2, please try to alternate lanes and continue around the circle until the circle is full. STUDENTS WILL NOT BE ALLOWED TO GO TO THEIR VEHICLES UNTIL ALL VEHICLES HAVE STOPPED AND A STAFF MEMBER TELLS THEM IT IS CLEAR TO GO.

For the safety of all students, please do not tell your child to come to the car. We will let them all go when both lanes are again filled and all vehicles have stopped. Walkers will also be dismissed at this time. Picking up students anywhere other than the campus of Hunter Middle School will not be allowed. Walkers will only be allowed to go to Smith Elementary only if they have a parent that works at Smith or there had been prior approval. The only other group of walkers should be students who live in Hamilton on Hunter. Students will not be allowed to walk to Hamilton on Hunter unless they live in the neighborhood.

Finally, as we begin sending cars in for Round 3, these cars will move into the semi-circle and stop at the front doors. For safety reasons, we only allow 12 cars into the semi-circle at a time. Please alternate lanes as you move into the pickup area.

Thank you for your patience and for following all of our procedures.

We follow these procedures for the SAFETY of ALL children and staff members.

Please make sure you read the other side of this page for morning procedures.