

Morning Car Drop-Off Procedures

Classes begin at 7:15 am. Students will receive a 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 am. **Only vehicles displaying an HMS parking tag will be allowed entry to the right side of the building or rear parking lots. They will enter through the far right lane.**

- Please use both lanes to enter the drop-off area in the mornings. Be aware of busses, as they will only be in the far right lane moving to the rear of the building for drop off.
- Once the driver has passed the first adult staff member on duty prior to the horseshoe **do not change lanes** for any reason unless instructed by a staff member.
- Starting at 6:45 am, no student should exit his or her vehicle, without being instructed by a staff member to do so.
- After entering the drop-off area, please keep your vehicle moving until you are instructed to stop by a staff member close to the entrance of the school. Again, once you are in the horseshoe **please do not change lanes**.
- Place your vehicle in park once fully stopped as close to the vehicle in front of you as you can. **Students should remain in the vehicle until instructed to unload**, as students will be crossing between vehicles to reach the sidewalk. **All vehicles will unload at the same time**.
- When instructed to unload all students should walk directly to the sidewalk, not down through the parking lot. This helps us begin moving the next line of vehicles into the drop-off area in the most efficient manner.
- No vehicles will be allowed to exit the drop-off area until all students have exited and are safe to the sidewalk.
- Students who arrive before 6:45 am. will report to the cafeteria. At 6:45 all students will be dismissed to their assigned area. Students arriving between 6:45 am and 7:05 am will go directly to their assigned area and will be dismissed at 7:05 am to their first period class. If a student is wanting to eat breakfast they will go directly to the cafeteria upon arrival.
- Please be aware the **left and right lanes will merge** at the end of the horseshoe as you begin to exit back onto Lebron Sterchi Dr.
- During inclement weather, the staff on duty may alter the stopping location of the lead cars in the horseshoe to ensure the safety of students as they exit their vehicles. Please follow the staff on duty as they will direct you to the location of drop off.

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

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

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