

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.

- Please use both lanes to enter the drop-off area in the mornings. Be aware of buses, 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.

Afternoon Car Pick-Up Procedures

Dismissal begins at 2:15 pm. If you arrive prior to 2:15 pm you must begin lining up in the inside lane closest to the median of the horseshoe only until the lane is full. Please pull as closely as possible to the car in front of you. All parents should pick up their students in the horseshoe in front of the building. No parents/parked cars should be on the right side or the back of the building.

- **Unlike morning drop-off procedures,** parents may only use **ONE lane (right hand lane)** on LeBron Sterchi Drive in the afternoon to allow buses on the left hand side.
- Once the inside lane (**closest to the median**) is filled, please stop and wait on Lebron Sterchi Dr. until a staff member directs you to the outside lane.
- Once a staff member arrives approximately at 2:15 the second lane on the right side of the horseshoe, the one closest to the building and football field, will begin filling up as a staff member directs cars to enter the horseshoe after 2:15 pm. Please do not begin the second row until you have been instructed.
- Once both rows of the horseshoe are filled after 2:15 pm, 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. **WALKERS WILL ALSO BE DISMISSED AT THIS TIME.** If their vehicle is not found in the first round, the students will need to remain in the graveled area until instructed to go to their vehicle. Once all vehicles are filled, they will be directed by a staff member to move out. Both lanes will be dismissed together with parents alternating as they are merging from the horseshoe to Lebron Sterchi Drive.
- The next wave of cars will be directed by a staff member to enter the horseshoe for Round 2. Please follow the staff members' directions as to which lane to pull in and once you are in the horseshoe, **please do not switch lanes.** **STUDENTS WILL NOT BE ALLOWED TO GO TO THEIR VEHICLES UNTIL ALL VEHICLES HAVE STOPPED AND STAFF MEMBERS DIRECT THEM TO MOVE TO THEIR VEHICLES.** 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 on both sides have stopped. Picking up students anywhere but the campus of Hunter Middle School will not be allowed.
- Walkers will only be allowed to go to Smith Elementary if they have a parent that works at Smith or there has been prior approval for the principal at Smith Elementary. The only other group of walkers should be students who live in Hamilton on Hunter. Students are not to walk to Hamilton on Hunter unless they live there. Parents should not have students walk there to be picked up.
- Finally, as we begin sending cars in for Round 3, these cars will move to the horseshoe and will be directed where to stop by a staff member. For safety reasons, once we allow students to begin moving to their vehicles, we will not allow other cars to enter the horseshoe. Again, please stay in the lane to which you are assigned.

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

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