



### **Instructions for Arrival and Dismissal of Students**

Our goal of providing a safe and secure environment for all students necessitates great care in oversight and management of student arrival and dismissal. ***Please be mindful of and attentive to these procedures.*** When dropping off and picking up, parents should follow traffic patterns set by staff placement, orange cones, and other signage.

Both arrival at the beginning of the school day and dismissal at the end of the day will occur at Building C. Teachers and staff may elect to move dismissal to an alternate location (amphitheatre, field, etc) depending upon the days needs and activities.

### **Arrival**

The following procedures **must** be observed when dropping off students at the beginning of the day:

- Cars waiting to enter campus for arrival in the morning must line up along the curb in the **eastbound lane of Overbrook Road**. If you are lined up in the eastbound lane, SCOR, Hermitage Avenue, and the Diamond will be behind your car. Drivers waiting to enter campus **must be aware of the curb structure (the “choker”)** in front of the school and must position their cars to avoid traffic traveling through the narrower lane.
- Enter campus by turning right into the **west gate** and driving along the **west side of Building C** (the driveway between Building C and Buildings A and B). Cars **will not be permitted to enter campus by turning left** from the westbound lane of Overbrook Road. **YOU MAY NOT MAKE A U-TURN IN FRONT OF THE SCHOOL TO POSITION YOUR CAR FOR THE ARRIVAL LINE.** Drivers should use the parking lots and driveways of businesses near the school if needed as turn-around points.
- Proceed to the south side of Building C (the south side of the building faces the field and the sheds).
- Students may be released from the car upon reaching the large antenna pole on the south side of Building C, or prior to reaching that point if authorized by a teacher or staff member. Students should **exit from the right side of the vehicle** directly onto the black top or field.

- In order to ensure students' safety and efficient movement of the carpool line, please ***DO NOT PULL OUT OF LINE***. **Remain in the carpool line until you have reached the front.** Once you have reached the front of the carpool line and all students have exited the vehicle safely, you may move away from the drop off area.
- ***Under no circumstances should parents exit their cars when dropping off students.*** Faculty and staff will be on hand to assist students in arriving at school. Parents who have appointments or need to discuss a matter with a member of the faculty or staff should return to campus after dropping off their student(s) and await their appointments in the school office.

Morning Session begins **promptly at 8:15 AM**. Students are not permitted to arrive at or to be on the campus before 8:00 AM. The school Office Assistant will remain posted at the entrance to Building C until 8:25. After 8:25, students should report to the main entrance of Building C and must have a parent/guardian sign them in as tardy. If the student rode his bike or walked to school, parents will be notified that the student was tardy. **NO STUDENT SHOULD BE LEFT UNATTENDED AT THE DOORS. DO NOT DRIVE OFF UNTIL A TEACHER OR STAFF MEMBER INDICATES YOUR STUDENT IS SAFELY RECEIVED.** We ask your patience as we work together to address morning needs for each of our students. Boys who arrive after 8:25 are considered late and will find it frustrating to organize their material for the day. They are likely to require additional teacher assistance. Please understand that routine tardiness can be a challenge for everyone, especially your student. Of additional concern, tardiness and absences factor significantly in the admissions process for prospective high school students.

### **Dismissal**

The following procedures **must** be observed when picking up students at the end of the day:

- Line up along the curb in the eastbound lane of Overbrook Road (SCOR, Hermitage Avenue, and the Diamond will be behind your car). Be aware of the curb/planter structure (the "choker") in front of the school and position your car to avoid traffic traveling through the narrower lane.
- Enter campus by turning right into the west gate (the gate between Buildings A and C). Cars will not be permitted to enter campus by turning left from the westbound lane of Overbrook Road. You may not make a u-turn in front of the school to position your car in line.

- Once the gate is opened, proceed around the south side of Building C (which faces the field and the sheds) as directed by faculty and staff monitors. Students will be released from the metal staircase in the northeast corner of Building C (nearest the east gate).

FOR THE SAFETY OF OUR STUDENTS, PLEASE ADHERE TO THE FOLLOWING PRECAUTIONS:

1. AS YOU ENTER CAMPUS AND AGAIN UPON THE BEGINNING OF STUDENT DISMISSAL, PLEASE CEASE ALL CELL PHONE USE.
2. DO NOT PASS VEHICLES AT ANY TIME IN THE CARPOOL LINE, UNLESS DIRECTED BY ONE OF OUR TEACHERS.
3. ONLY ENGAGE TEACHERS IN CONVERSATION AS IT RELATES TO CARPOOL.

Once you arrive at the student pick-up location, please know whom you are picking up. If there is some question or confusion, we will ask you to move forward and park until we can address your questions.

DO NOT DRIVE OFF until all seatbelts and doors are secured.

Students are ONLY released to adults placed on the transportation authorization forms. Parents may add names to the authorization form at any time during the school year by sending written notice of the addition(s) to the Office Assistant (note or email).

Other procedures for picking up students at the end of the day are the same as those listed above for dropping off students at the beginning of the day. *Please remember to follow the lead of faculty monitors in picking up your student. Take note of and follow traffic patterns designated by staff placement, orange cones, and other signage.* Also, in order to ensure students' safety and to avoid traffic accidents, please **DO NOT PULL OUT OF LINE unless directed to do so by a staff member.** Remain in the carpool line until you have reached the front. Once you have reached the front of the carpool line and all students are seated in the vehicle safely, you may move away from the pick up area.

**DO NOT enter the school to pick up your student at end of day.** He will be released as teachers call the names of students after closing session has ended.