

STUDENT END OF DAY PICKUP PROCEDURES

For end of day dismissal, students will be released in stages by grade with the intent of decreasing student density throughout the pickup process. As sidewalk space will not allow release of all grades simultaneously, a staged approach will be used to control the number of students queued for pickup.

- Prep students with younger Prep siblings will be released from their 6th period classroom at the time their youngest sibling is called for pickup (assuming all siblings will be carpool together)
- Prep students who carpool with Prep non-siblings will be released from their 6th period classroom at the time the youngest child in the carpool is called for pickup.
- All younger Prep students who ride with older, sibling student drivers will be released immediately from their classroom at the conclusion of 6th period.
- Prep students with younger siblings at Archway will be released prior to 3:00pm and move to Archway's Multipurpose Room to be picked up at 3:00pm with their Archway sibling.
- Prep students with school sponsored, after school extra-curricular events must proceed to their supervised event, once they complete their after-school book exchange. If no supervision is immediately available after-school for a given activity, then students associated with that activity must depart campus until their coach or sponsor is present.

Students will depart on campus one of three ways; as a passenger in a car, as a driver of a car or as a pedestrian walking off campus. Student pickup times will be staggered to control the number of students queued on the front sidewalk of the school.

Student Passengers

For expediency and safety, those driving onto campus after school for student pickup must observe the following arrival times:

- 6th Grade Pickup – Arrive on campus at 2:35 pm
- 7th & 8th Grade Pickup – Arrive on campus at 2:45 pm
- 9th & 10th Grade Pickup – Arrive on campus at 2:55 pm
- 11th & 12th Grade Pickup – Arrive on campus at 3:05 pm

Student pickup will occur from the westernmost and easternmost lanes that run parallel to the front of the school building. Parents will queue in the lane which corresponds with the first letter of their child's last name as follows:

- **Easternmost Lane (next to sidewalk) – Students with last name beginning with letters A – L**
- **Westernmost Lane (next to visitor parking) – Students with last name beginning with letters M - Z**

Students will be released by grade to collect their books and queue in the pickup zone (pickup zone = the covered sidewalk along the west side of the school building) for their ride. By design, student grade cohorts will arrive in the pickup zone at staggered times to control student density within the zone.

Once a particular grade exits the building, the students will queue in pre-designated groups based on first letter of student's last name. Monitors will be placed at locations in the pickup zone to expedite movement of students from their queuing box to their respective rides.

Each queuing box will be delineated as a box on the sidewalk in front of the school entrance, with marks within each queuing box to ensure students remain socially distanced while waiting for pickup. Students will sit on their mark to allow clear field of view for staff monitors to quickly load cars.

Parents must attach a prominently marked, easily visible sign to the front windshield (passenger side) of their vehicle with their family's last name at top and the first names of each student beneath.

A queuing box monitor will locate the student(s) within the appropriate queuing box and verbally instruct them to exit the queuing box to their waiting ride.

Students whose ride will queue in the Easternmost Lane will load from directly from the sidewalk in front of the school. Students whose ride will queue in the Westernmost Lane will use the crosswalk and then load from the visitor parking area.

As their student will not be available (outside) for pickup prior to the times stated above, drivers who arrive in the student loading zone prior to their designated pickup time will be required to exit the loading zone and return at the assigned time.

Families with Prep siblings in multiple grades should arrive on campus at the time indicated for your youngest student. The older siblings will be present for pickup at the same time as the youngest student.

Families with Prep and Archway siblings should pick up their Prep students along with their Archway siblings at the rear of the building near Archway's Multipurpose Room using the pickup procedures outlined by Archway.

Student Drivers

Student drivers (primarily 11th or 12th grade students) will be permitted to leave campus immediately following sixth period.

Student drivers may transport their siblings off campus if desired by their parents

Student drivers and sibling passengers should exit out the door located at the south end of the Athletics hallway.

Student Pedestrians

Student pedestrians will exit campus using the cement crosswalk directly outside the school main entrance, following the sidewalk adjacent to the east side of the field and then following the sidewalk along the south side of the field to Alma School Road

Those riding bicycles should walk the bike off campus to Alma School Road.