

## Morning Carpool Procedures

Middle school staff are not required to report to school before 8:30 AM. Because we offer morning study hall each day beginning at 8:15 AM, many families are dropping off students earlier than our staff members arrive. While we do have staff inside the building to supervise before-school activities, we do not have the personnel to also supervise the parking lot before our school day begins at 8:50 AM. Therefore, we need your help to keep our parking lot safe for our students, our visitors, and our staff.

When dropping students off in morning, we ask that all drivers please follow the following safety guidelines:

1. **Please do not park, wait, or idle along the curb at any time. The curb is for drop-off only.** Parking or idling along the curb in the morning prevents other drivers from being able to follow these guidelines and creates a safety concern as parents are not able to drop their children off safely along the curb.

A. **Drivers should stop along the curb only long enough for students to unload**, and then the driver should proceed toward the exit.

B. **If you arrive prior to 8:15 AM, please park in a parking space until you are ready to drop off.** When you are ready to drop off your child, please join the carpool line.

2. **All students should be dropped off along the curb on the front sidewalk of the school.**

A. **Please do not drop students at the flagpole in the mornings.** Though we do use this as a pick-up lane in the afternoons, we do so with assigned staff supervision. In the mornings, without supervision, it is a serious safety concern for students to cross in front of and between cars. Please only drop off along the curb on the front sidewalk.

B. **Please do not drop students off from parked vehicles in the parking lot.** For the same reason as stated above, parents are often in a hurry and it is a major safety concern for students to be crossing the parking lot when there is not adult supervision. Please only drop off along the curb.

3. **Students should always unload the car from the passenger side along the curb.**

Thank you for helping our students, visitors, and staff members arrive to Durham safely each morning.