



## Parent Drop Off and Pick Up Procedures

Visitor parking at Clearview Regional is limited as we have over 1600 students and more than 200 staff members. The school administration has developed procedures to help promote safety and the well-being of our students prior to the school day and at dismissal.

Consequently, it is necessary for the school to enforce certain guidelines for dropping off and picking up students. As we enforce these procedures, we request your patience, consideration and cooperation as we attempt to do what is best for our entire student body.

### Arrival Drop Off

1. Cars should never park in the fire lanes or along any curbed area around the high school. The parking lot becomes extremely crowded from 7:10 on. It is imperative to allow for exiting and safe drop off from the parking lot so please plan on dropping off your son or daughter prior to 7:15 for ease of exiting and entering the lot. Students should be dropped off in front of the school's main entrance as the other entrances will be locked. Homeroom will begin promptly at 7:28 and any student late for homeroom will be considered late to school and subject to the Board of Education policy for attendance.
2. Cars should enter the parking lot and continue to the drop off zone. Students may not get out of the cars until they have reached the end of the line at the main entrance.
3. Parent parking is discouraged in the morning. If necessary, cars may park only in the visitor spaces at the main entrance. Cars are prohibited to park in numbered or marked spots as they are designated for specific staff members who have not yet arrived.

### Dismissal Pick Up

In order to promote safety and traffic efficiency, every student who will be picked up by a parent or guardian is expected to exit the doors by the media center and move to the designated pick up lot, which is adjacent to the administration building by the Cedar Road entrance. This lot has been designated for student safety and your convenience as buses will be lined up from the front of the building to the Toscano Theater lot. Please park in a spot and wait patiently for your son or daughter. We will have staff members supervising this procedure as well. The location of the buses and the safety of our students prohibits parent pick up in any other area. Please note that the first few weeks of school, early dismissal days and the day before winter recess are notorious for traffic jams in the parking lot. Parents should follow the flow of traffic, stay in their cars and follow all recommendations provided in this document to alleviate many of the headaches and expedite pick up traffic. Carpooling is encouraged. The administration appreciates parents' cooperation in keeping the well-being of all children

foremost in mind.

**In summary:**

- NO parking in fire lanes or bus loading zones during pick up and drop off times.
- NO parking in the staff or student parking lots. Parking is only allowed in the limited visitors' spaces and the Administration lot designated for parent pick up.
- NO double parking is permitted.
- Avoid arriving after 7:15 to school as the parking lot will become congested and difficult to exit.
- Drivers need to be patient and courteous of others who are also waiting.
- Many of our senior drivers have just received their licenses and are relatively inexperienced.

**Late Arrival, Early Pick Up & Returning to School Procedures**

Homeroom will begin at 7:28 for all levels. Students arriving after 7:28 are considered late. Late students (arriving after 7:28 a.m.) must sign in at the desk in the main lobby and will receive a late pass before being admitted to class. Students may not go to their classroom without this slip. This procedure is necessary for safety and to allow the office to maintain accurate attendance records.

If a student needs to be picked up before dismissal time (due to a doctor's appointment, etc.), a parent must come to the office first to sign his or her child out.

Students who are returning to school after being signed out earlier in the day must be checked in with the office and receive a pass to return to class. Please provide the office with documentation at that time.

Thank you,

Keith Brook

HS Principal