



## 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 the safety and 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. Through traffic will no longer be permitted between the hours of 6:30-7:45 a.m.**

Vehicles entering from Cedar Road will drop off in front of the main office and depart through the parking lot in front of the school exiting back onto Cedar Road. Vehicles entering from Breakneck Road will drop off in front of the Performing Arts Center and utilize the parking lot adjacent to the tennis court to loop around and exit back onto Breakneck Road.

2. 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. First period will begin promptly at 7:33 and any student late for first period will be considered late to school and subject to the Board of Education policy for attendance.
3. 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.
4. Parent parking is discouraged in the morning. If necessary, cars may park only in the visitor spaces at the main entrance or in the tennis courts. 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

**The location of the buses and the safety of our students prohibits parent pick up in any area prior to 2:30. After 2:30, in order to alleviate traffic and pedestrian problems, student pickup will be in the administration or tennis court lots. Please park in these areas only.** If you arrive early, you will be asked to move from the traffic/bus flow areas into the parking lots. 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 during school hours. Parking is only allowed in the limited visitors' spaces.
- 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.
- **Parents may park in the tennis court and administration lots for parent pick up.**

### Late Arrival, Early Pick-Up & Returning to School Procedures

First period will begin at 7:33 for all levels. Students arriving after 7:33 are considered late. Late students (arriving after 7:33 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.