

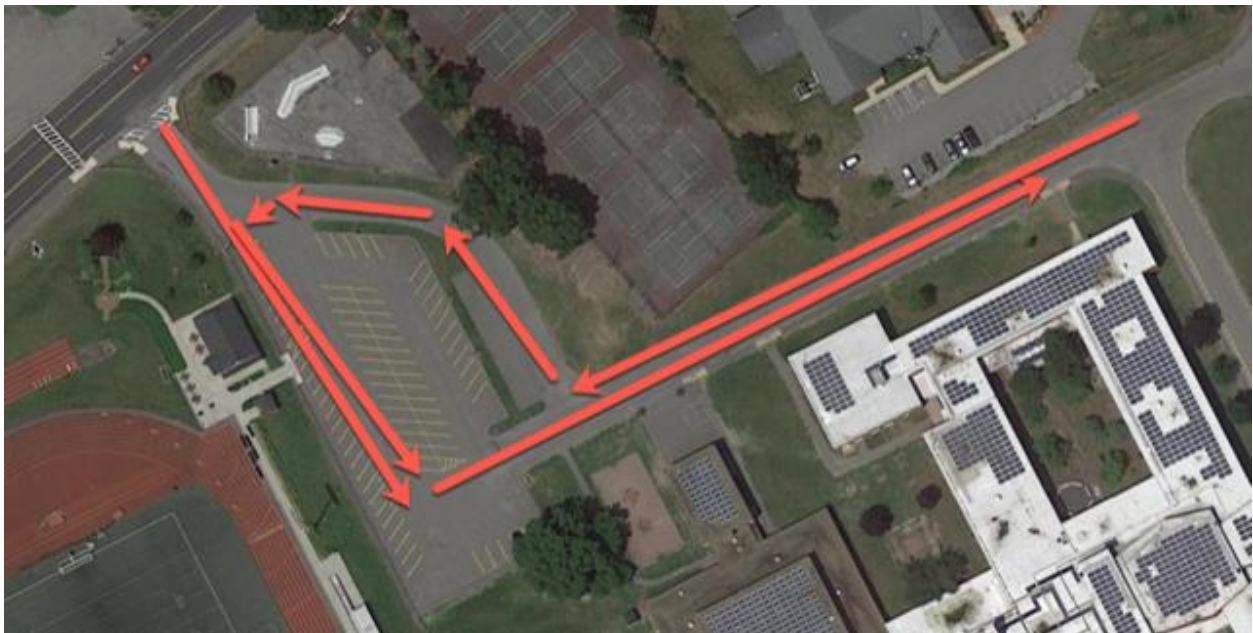
## **\*REVISED\*- DROP OFF/PICKUP/DISMISSAL REMINDERS (Updated 4/2021)**

**DROP OFF FOR STUDENTS MEETING WITH A TEACHER:** Students should not arrive to school before 8:05am unless they have a prearranged meeting with a teacher. Those students arriving before 8:05am must enter through the front door any time after 7:30 and sign in at the main office.

**REGULAR MORNING DROP OFF:** This still occurs on the police station side of the school. The side doors open at 8:05am. Students should exit the vehicle ASAP directly onto the sidewalk. They should not wait until they are right at the door. Multiple cars should be able to allow students to disembark simultaneously. Once buses are clear from the front, we begin sending cars to the front door as well to alleviate congestion. Students should not be waiting to exit at the front the door. That slows the process down. We want to make sure students get to HR on time (8:19).

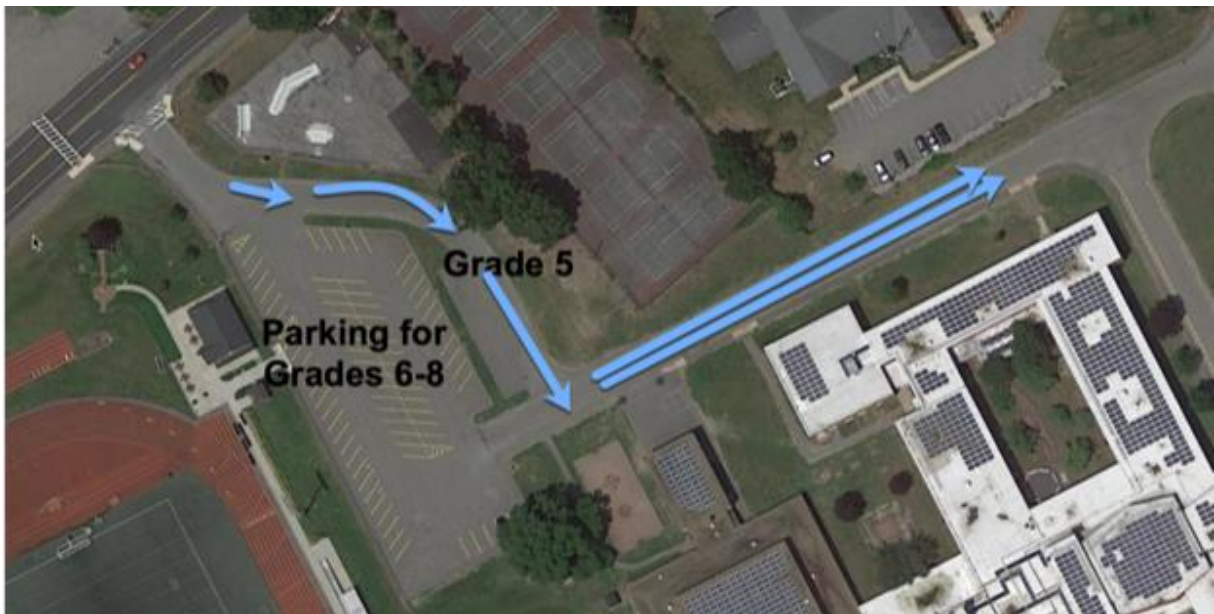
**Morning traffic pattern** (see below)

Traffic can either pull in off on North Road or enter the back parking lot from Old Westford Road. At that point two lines (potentially more) will be formed running parallel to the football field. This allows traffic coming in from North Road to join the cars coming in from Old Westford Road. As the cars turn left to go toward the actual drop off zone, lines will merge back into one lane to drop students off directly onto the sidewalk.



**AFTER SCHOOL PICK-UP (2:40):** Please enter back parking lot from Old Westford Road. Pick-ups at the end of the school day are in the parking lot near the tennis courts/football field. If you are picking up any combination of 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grade students, please park in a parking spot and the students will come to you in your car. You will exit the parking lot back onto Old Westford Road. If you are picking up a fifth-grade student or any combination of students that includes a fifth-grade student, you can line up along the sidewalk next to the school. Please see blue line below. **For children's safety, please back into a parking spot before the dismissal time as it is much safer pulling forward out of a parking spot once school is dismissed.** Thanks for keeping our children safe.

**Afternoon Traffic/Pick-Up Pattern Image**



**DISMISSALS:** Please try to remember to send in a note with your child when you know your child will need to be dismissed.

Thanks for helping us keep children safe by following these procedures.