

### **Arrival Procedures**

Members of our school community are expected to abide by the following arrival procedures in order to keep students safe and to keep the arrival process efficient.

- Students in K-8 must be dropped off at 100 Longwater Circle.
- Students in grades 9-12 must be dropped off at 700 Longwater Drive.
- There is no cell phone use while driving on campus during arrival and dismissal.
- To assist with traffic flow, please follow staff instructions as well as the lines and arrows painted on the pavement.
- The speed limit on campus is five miles per hour.
- All drivers are to stay in their cars and staff members will help your child get out of the car, if needed.
- In the morning at 100 Longwater Circle families are encouraged to choose the shortest line when deciding between the front or back doors to keep traffic moving.
- All students participating in the K-6 morning program must be dropped off at the back door.

### **Dismissal Procedures**

Members of our school community are expected to abide by the listed dismissal procedures in order to keep students safe and to keep the dismissal process efficient.

- The campus is closed to pick-up traffic before 3:00 pm at both locations.
- Students in K-8 must be picked up at 100 Longwater Circle.
- Students in grades 9-12 must be picked up at 700 Longwater Drive.
- Students will be called to dismissal once their car enters campus. Drivers must be on the car line in order to be checked in by the dismissal staff.
- At 100 Longwater Circle dismissal doors are assigned alphabetically by town. Students who live in towns that fall alphabetically between Abington and Randolph will be picked up at the front door. Students who live in towns that fall alphabetically between Rehoboth and Whitman will be picked up at the back door.
- Students may be picked up at their designated pick-up location (front door, back door, or high school) only. Other pick-up points put student safety at risk. Pick up in other lots is trespassing.
- If you do not want to wait in line, you may find that planning to arrive between 3:15 and 3:25 pm works better for your family.
- When an appointment requires an exact 3:00 pm dismissal, we ask that you pick up your student at or before 2:30.
- There is no cell phone use while driving on campus during arrival and dismissal.
- To assist with traffic flow, please follow staff instructions as well as the lines and arrows painted on the pavement.
- The speed limit on campus is five miles per hour.
- All drivers are to stay in their cars and staff members will help your child get into the car.
- If your student or any student in your carpool is not present when you come to pick up that student, a staff member will ask you to pull into a designated waiting area to keep the line moving.
- Parents and guardians who are late to pick up their students must park and come to the front desk to sign out their child(ren).
- SSCPS reserves the right to contact the local police and/or transport any student not picked up by 4:30 pm, or any student left waiting for longer than half an hour following a school-based event.
- Any person who does not cooperate with these procedures will be asked to meet with the Assistant Principals or Principal.