

## Woodruff Middle School Student Drop Off and Pick Up Procedures

- Due to safety concerns , no student arriving by car should be dropped off in the morning or picked up in the afternoon along S.J. Workman Highway, McEdco Road, or Snow Mill Road OR in the Teacher Parking Lot.
- All car traffic should use the Theo Circle entrance closest to the high school to enter the Student Drop-Off and Pick-Up area.
- There are turning lanes to accommodate right and left turns as cars exit from the Student Drop-Off and Pick-Up area in the morning and in the afternoon.
- In the mornings and afternoons, traffic should remain in single file while on Theo Circle and not block driveways. Other passengers in vehicles should not exit vehicles, enter onto other private properties, or be present in the roadway.
- In the mornings, entering traffic into the Car Drop-Off area should remain in a **single lane** closest to the school. Vehicles should pull all the way forward until even with the sidewalk in front of the school. Students should unload as soon as their vehicle reaches the back most corner of the school building. Please instruct your child to cross to the sidewalk in front of your car.
- In the mornings, students arriving by car should walk down the front sidewalk and enter the school at the Concession Lobby doors to access the Gym.
- In the mornings, for inclement weather students should enter the building through either upper hallway doors and walk down the hallways to access the gym.
- In the afternoons, no vehicles should double park along the end of Theo Circle closest to the school. Car traffic should use the Theo Circle entrance closest to the high school to enter the Student Drop-Off and Pick-Up area.
- In the afternoons, a loading zone that accommodates **two lanes** of traffic is designated. Vehicles in the loading zone exit at the same time when directed by school personnel. Students access vehicles by using the two crosswalks marked in the loading zone.
- In the afternoons, if a student is not present after dismissal for a car in the loading zone, that car should move into a center emergency lane to await the student.
- The new S.J. Workman Highway crosswalk is located closer to the new car circle exit. A police officer will coordinate traffic to allow students to cross at the crosswalk. No students should cross S. J. Workman Highway at any location other than the supervised crosswalk.

## Bus Traffic

- The Bus Pick-Up and Drop-Off area is located side the school closer to the track.
- In the mornings, students arriving by bus will use the Traffic Circle doors to enter the gym.

- No car traffic should use the Bus Circle during arrival or dismissal times. The Bus Pick-Up and Drop-Off area is marked with a “Buses Only” sign that indicates the times this area may not be used by other traffic.

### **Parent and Visitor Parking**

- Four (4) visitor parking spaces in the Teacher Parking lot are provided for parents’ use during the school day. Any other unoccupied spaces in the Teacher Parking Lot are also available, as well as spaces in the Athletic Parking Lot adjacent to the track. Parents and visitors should use the front doors to be admitted to the school.
- Visitors may also use the Student Drop-Off and Pick-Up area during the school day (8:00am -2:15 pm) and walk down the front sidewalk to be admitted to the building.