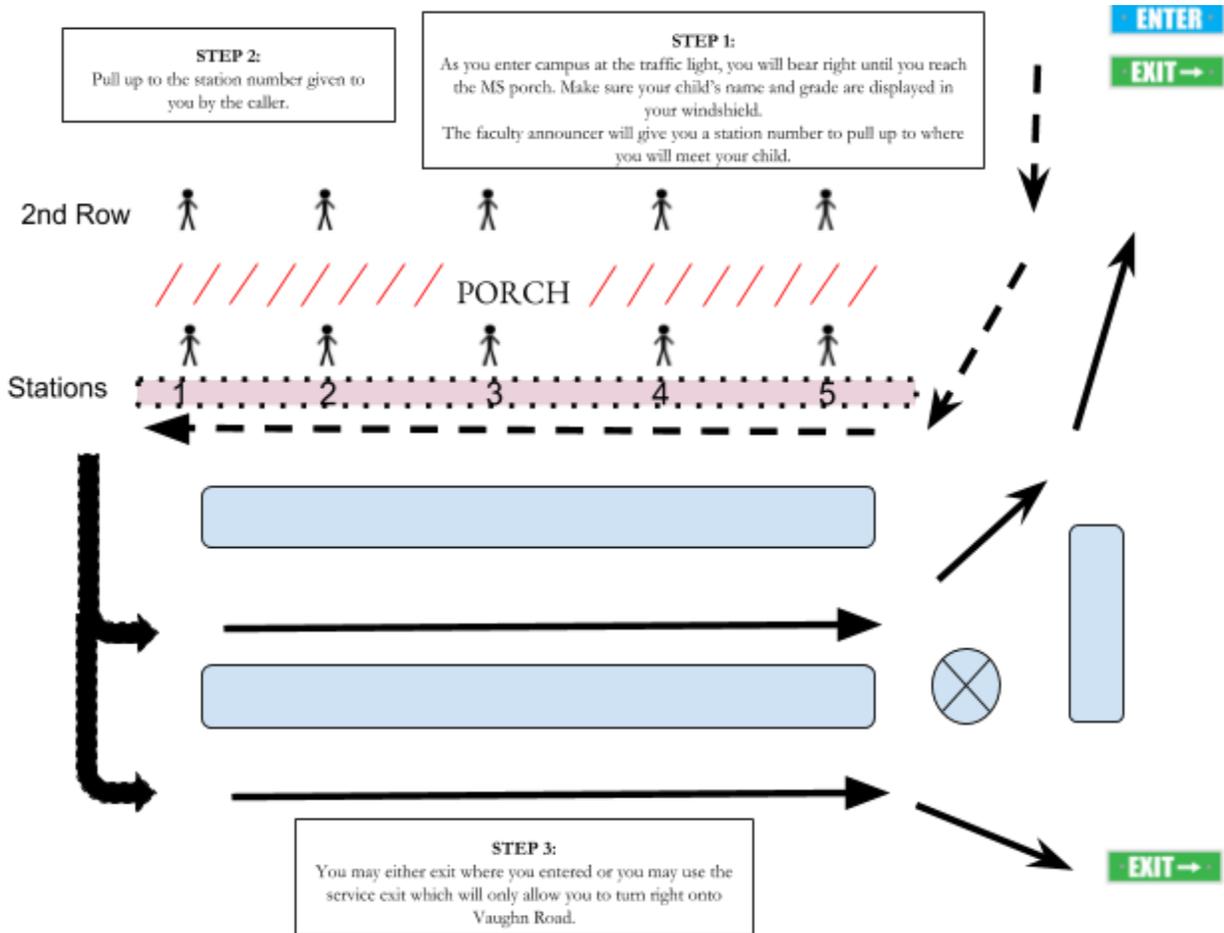


## Middle School Carpool Procedures for 2020-2021



Student safety is our top priority during carpool. The following expectations will help us conduct carpool as safely and efficiently as possible:

1. Students should enter and exit the vehicle on the passenger side.
2. Drivers should not exit the car at any time. If a driver needs to exit the car, he or she should do so in the parking lot (rather than in the carpool lane).
3. There are times when a family member, babysitter, or friend may pick up your child(ren) from school. In an effort to keep traffic running smoothly, parents should brief any additional drivers on our carpool procedures prior to pickup.

### Morning Procedure

1. Students may arrive as early as 7:30 a.m.
2. Arriving cars should pull up to a numbered station along the porch.

3. Students should remain in the car until an attending faculty or staff screener arrives to take the student's temperature with a contactless thermometer.
4. Students may only exit the car wearing a mask and after being cleared by the screener.
5. If a student's temperature doesn't pass the initial screening, the family will be asked to park in a designated holding space so that another screening can be conducted.

### **Afternoon Procedure**

1. Dismissal begins at 3:15 p.m.
2. Students will remain in their classrooms during dismissal.
3. All carpool traffic should enter at the traffic light on Vaughn Road.
4. Once you enter campus, bear right.
5. The traffic director will direct you around until you reach the MS Porch.
6. All cars should display a sign in the windshield with the student's first and last name and grade level written prominently.
7. A faculty caller will give you a station number to which you and your child will be assigned.
8. The faculty caller will announce the student's name, grade and station number via walkie talkie so that students know to exit to the porch.
9. Signs should remain up until the student has entered the car.
10. Drivers should not pass another car to jump ahead unless directed to do so by the attending faculty/staff on duty.
11. Students will wear a mask on the porch.