

**gfps** GREAT FALLS PUBLIC SCHOOLS  
EAST MIDDLE SCHOOL

**To: East Students and Parents**

**From:** Brad Barringer, EMS Principal and Aaron McAdam EMS SRO

**Date:** 8/5/22

**Re: Drop off and pick up of students**

We just want to remind all parents of our drop off procedures. We are working with our city and the police department to not disrupt the traffic flow of Central our streets. At times traffic has backed up and stalled the four way stop by parents not following our procedures. So, here are our procedures to make our drop off work for everyone.

1. Dropping off should take 30 seconds or less once you've pulled over to curb.
2. We do not want parents parking and waiting with their child on campus in the a.m. Our loop is for 30 second or less drop off only, not for parking.
3. Only our front main doors, D wing doors, and South G and H wing doors are open to students in the a.m.
4. **Please pull to the curb** when you drop off your student in order to keep the flow going for others.
5. If you need to come into the building, please park on the left side of our loop.
6. Do open pathways and let other traffic re-enter the traffic flow.
7. Our teacher parking lot is not for student drop off in the morning and students will not be allowed to enter or exit through those doors to start or end the day.
8. Students should not be dropped off before 7:15 a.m.
9. Students are released at 2:57 Mon., Tues., Thurs., and Friday. They are released at 2:15 on Wednesdays.
10. Students must be off campus by 3:15 unless they are with a teacher or coach. They will not be allowed to stay on campus.

Thanks for working together for the safety of our kids and city traffic. We have a diagram on our website <https://www.gfps.k12.mt.us/EMS> to help illustrate how our drop off should work.