

## **Dodgen Morning Carpool Procedures**

We offer morning study hall and other activities each day beginning at 8:15 AM. However, middle school staff are required to report at 8:30 AM. While we do have staff inside the building to supervise before-school activities, we do not have the personnel to also supervise the parking lot before our school day begins at 8:45 AM. Therefore, we need your help to keep our parking lot safe for our students, our visitors, and our staff each morning.

**When dropping students off in morning, please follow the following safety guidelines:**

1. All students should be dropped off along the red curb to the front sidewalk of the school.
2. Students should always unload the car from the passenger side along the curb.
3. Drivers should stop along the curb only long enough for students to unload, and then the driver should proceed toward the exit.
4. Please do not park, wait, or idle along the curb at any time.
5. If you arrive before your child is ready to exit your vehicle, please park in a parking space until you are ready to drop off. When you are ready, please join the carpool line.

## **Dodgen Afternoon Carpool Procedures**

1. Please pull as far forward as possible along the red curb in front of the school before stopping.
2. Students should load quickly through a passenger-side door from the red curb.
3. After picking up children, parents should exit the pick-up line area and merge with the other traffic to exit the parking lot.
4. All students must be picked up by 4:30 PM.

**Thank you for helping our students, visitors,  
and staff members arrive and depart safely each day!**