



Glenview Middle School Morning Drop-off & Afternoon Pick-Up Procedures

Morning Drop-off

1. Per our student handbook, students can be dropped off at Glenview beginning at 7:30. 6th graders should be dropped off at the main entrance. Seventh and eighth grader should be dropped off at the cafeteria entrance. *Please contact the school for assistance.* (See map on the second page)
2. Students must exit from the **passenger side in the right lane only**.
3. Once students have exited the car, the driver may carefully pull into the left lane to exit the school, if necessary. Be sure to check your side view to ensure you have clearance when changing lanes.
4. The cafeteria doors will be locked at **8:05**. Students arriving after **8:05** will need to report to the main entrance.
5. Safety is our number one concern, so it is important that:
 - a. Drivers are not on their cell phones while in the car line.
 - b. The **15mph** speed limit is followed at all times.
 - c. Drivers do not pull into the front parking lots unless they are parking and going inside of the building.
 - d. Drivers are careful when changing lanes to exit the school.
 - e. Drivers follow traffic protocol when merging lanes to exit the school premises.

Afternoon Dismissal

1. Eighth grade students will dismiss from the side parking lot adjacent to the school. (See map on the second page) Drivers will park in the middle spaces and wait for students to come to the car. Once the student has arrived to the car, the driver may **carefully** exit the parking lot and stay in the left lane to exit the school. In cases of inclement weather, eighth graders may be dismissed from the main entrance.
2. Seventh grade students will be dismissed from the seventh grade hallway. Sixth grade students will be dismissed from the sixth grade hallway. Once students have been picked up, the driver will pull into the left lane, if necessary, and **carefully** exit the school.
3. Parents picking up students in multiple grades can work with the school to have the student in the lowest grade meet the student in the higher grade and be picked up at one grade level location.
4. Staff members will be at all crosswalks to stop traffic for pedestrians. Pay special attention to your speed and follow the direction of the staff member.
5. All students are to be picked up by **3:45 each day**. Students not picked up by 3:45 will be escorted to the main entrance for pick-up.

