



DROP-OFF, PARKING and DRIVEWAY RULES & PROCEDURES

For everyone's safety, it is extremely important for all our Parents to abide by these rules:

- **DRIVEWAY AREAS:** Parking is prohibited in all driveway areas. These are strictly for quick student drop-off only. Please drive SLOWLY when driving through the Campus and **STOP** at the two pedestrian crossing sidewalks, under the main entrance "porte cochere", and in the several areas in the driveway marked STOP in solid white.
- **SIDEWALK SAFETY:** Parents and students must only walk through the marked sidewalks (white striped areas), not the asphalt driveway areas that are for vehicular traffic only. Please hold your child's hand while walking on the sidewalks and look out for vehicles at all times.
- **VISITOR PARKING (for PARENTS):** Parents may only park in the spaces designated as VISITOR – STUDENT DROP-OFF PARKING, in the parking lot of the adjacent Park, or on the 34th St. grass easement areas (only when necessary.) Please do NOT park in the spaces marked FACULTY or RESERVED since these spaces are for our Faculty & Staff ONLY.
- **STOP SIGNS:** Please make a COMPLETE STOP at all stop signs and YIELD to traffic. When exiting, stop and look out for pedestrians on the sidewalk before driving off.
- **STUDENT DROP-OFF PROCEDURES FOR PRE-SCHOOL (Toddlers thru Kindergarten) STUDENTS:** Students in Pre-School must enter thru the Main Entrance ONLY. Parents must park in the VISITOR'S PARKING spaces and walk holding their child's hand to the Main Entrance. Pre-School children cannot be dropped off to walk in by themselves.
- **STUDENT DROP-OFF PROCEDURES FOR ELEMENTARY (Gr. 1-5) AND MIDDLE SCHOOL (Gr. 6-8) STUDENTS:** Students must be dropped off at the side ENTRANCE GATE (by yellow awning). Drop off must be directly IN FRONT of the sidewalk, with Security Guard/Patrol. Parents must verify the gate is open BEFORE dropping off student and exiting the Campus. A Green (OPEN) or Red (CLOSED) sign will be posted on the gates. Students must be ready to exit vehicle quickly. Parents must remain INSIDE their vehicles during drop off. Vehicles cannot park or be left unattended in driveway areas at any time. Gate will be open from 7:45 a.m. to 8:15 a.m. only. Students arriving late must enter through Main Entrance to scan their ID badge.

NOTES: Parents that need to go to the Main Office at any time must park their vehicles in either our designated Visitor parking spaces or at the adjacent park lot and walk on marked walkways only. ONCE STUDENTS ARE DISMISSED, THEY WILL NOT BE ALLOWED TO RE-ENTER CAMPUS FOR ANY REASON.

- **STUDENT DISMISSAL PROCEDURES:**

PRE-SCHOOL: Exit is only through the MAIN ENTRANCE.

ELEMENTARY/MIDDLE SCHOOL: Students must be picked up by the side gate (yellow awning). *Earliest Dismissal times are 3:05 p.m. for K-5th Grades and 3:15 p.m. for Middle School Grades. Students cannot be dismissed prior to these dismissal times.* After 3:30 p.m., all students will be dismissed through the MAIN ENTRANCE.

- **UNATTENDED VALUABLES/CHILDREN:** Valuables, including handbags, iPads, laptops and babies/small children must NEVER be left inside a vehicle for ANY length of time when dropping off or picking up a student.
- **TRANSPORTATION:** Highpoint does not provide transportation to/from Main Campus. All students must be driven in motorized vehicles to/from our school. Students are not allowed to walk or ride their bicycle to/from our school at any time. Vehicles cannot be parked in driveway areas at any time.

Student's Name: _____ Grade: _____

Signature of Parent/Guardian: _____ Date: _____