

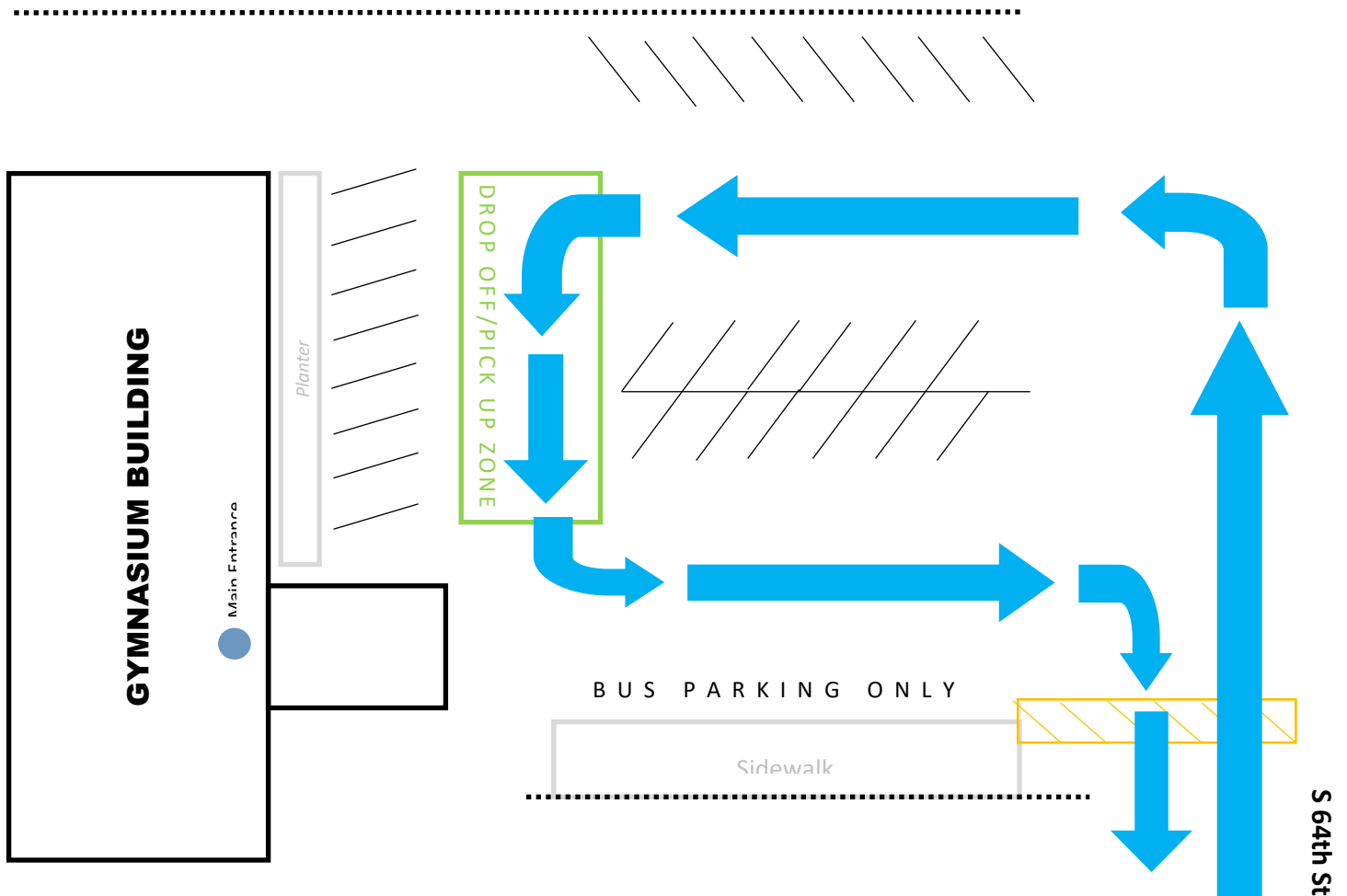
## **Middle School Drop off and Pick up Procedures**

### **Dropping off a Middle School Student:**

- Arrive between 7:40am and 7:55am; please do not drop off before 7:40am
- Enter through the 66<sup>th</sup> Street entrance
- For the safety of all our students, students should exit vehicles only in the “Drop Off/Pick Up Zone”
- Exit through the 66<sup>th</sup> Street gate of the parking lot.
- Students will enter the building and immediately go to the classroom. They should avoid gathering in the hallways.

### **Picking up a Middle School Student:**

- End of the school day is 2:45pm for all secondary students. We ask that all secondary students not involved in a sport are picked up by 3:30pm to avoid extra students on campus.
- For the safety of all our students, students should be picked up only in the “Drop Off/Pick Up Zone”
- Secondary pick up is not monitored by TBS faculty or staff members. Please remind your student to follow all protocols while waiting to be picked up.
- If your student is not available to be picked up when you arrive, please either park or circle around the parking lot again to avoid backups.
- Exit through the 66<sup>th</sup> Street gate of the parking lot.



**Important Additional Information:**

- ✓ ALL secondary (middle school and high school) students MUST be dropped off and picked up in the 66<sup>th</sup> Street/gym parking lot. If you have an elementary student, please drop them off separately in the 64<sup>th</sup> Street parking lot.
- ✓ Elementary Students will not be released to middle school siblings. A high school sibling will be allowed to pick up their elementary sibling in the 64<sup>th</sup> Street parking lot. Elementary students must be checked out with a teacher.
- ✓ If you arrive after 8:00am, please park and walk your child in through the main entrance located on 64<sup>th</sup> Street. Middle school and high school students will be checked in through the secondary office. Please do not walk through the campus to be checked in.