



High School Arrival/Dismissal Guidelines

Last Updated: June 30, 2022

Loving our Neighbors

Whether dropping off or picking up students, or just visiting the high school, please do not park in front of any garages or driveways that border the alleys, since they belong to our neighbors. Also, please be considerate of our neighbors when they are attempting to pull-in or leave from their properties.

Arrival Guidelines

Times & Entrance Doors

Students may arrive as early as 7:30 AM and should arrive before 8:00 AM so that they are able to be seated within their first period class which begins at 8:05 AM.

1. Once unloaded, students must use the basement entrance.
2. The basement door will be locked at 8:00 AM, at which time all students must enter the front door and check in at the school office.
3. When we have a 1 or 2 Hour Delayed Start, these times will be adjusted accordingly.

Traffic Flow & Unloading (Refer to map on bottom of page 2.)

1. Please be mindful that student drivers do not park on our property and will be walking along the South Alley.
2. Drivers may unload their passenger(s):
 - a. Within the South Alley (A) or Back (B) unloading zones (which can be accessed via the Coalter Street entrance), or
 - b. In front of the school on South Market Street (*Please do not pick up your students at the end of the school day from this street.*)
3. When using the South Alley Unloading Zone;
 - a. If no car is in front of you unloading passengers, please pull forward up to the fire-hydrant on the left, or
 - b. Into a visitor parking space, if you also have a prearranged appointment or need to pop-into the building.
 - c. When unable to pull into the South Alley Unloading Zone, please use the Back Unloading Zone (B).
4. When using the Back Unloading Zone:
 - a. Please be patient with drivers in front of you who are still unloading. and
 - b. Those who are pulling-in or out from parking spaces.
5. When unable to pull into either the South Alley or Back unloading zones, please do not unload your passenger(s), but instead wait patiently for either zone to clear.
6. When exiting our property via either alley you should turn left onto Market Street since it also is a one-way street.

Dismissal Guidelines

Times, Doors & Waiting Areas

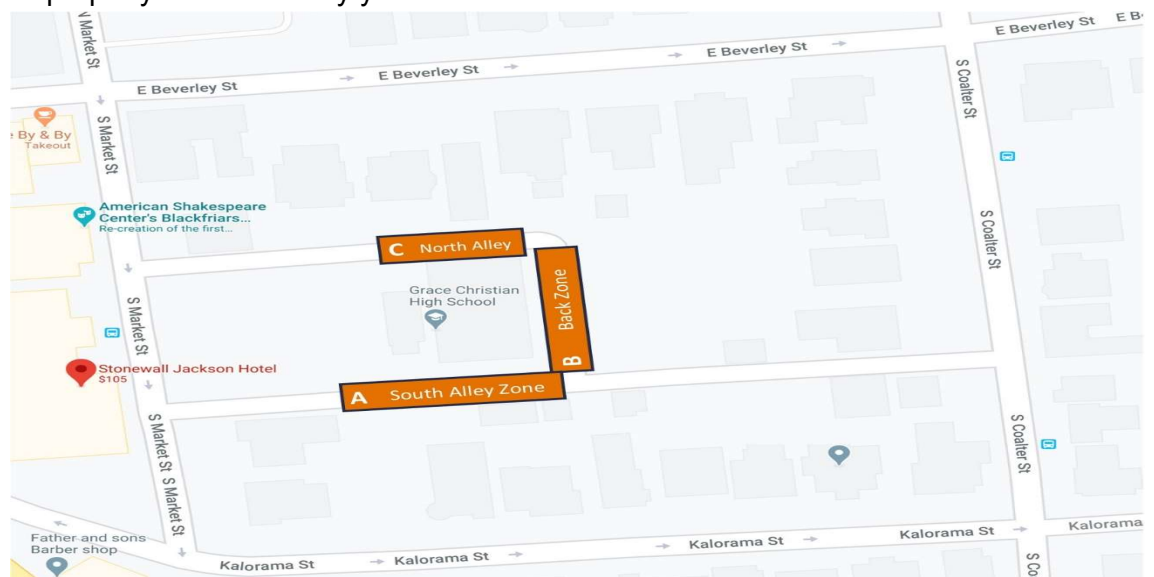
When the school day ends (3:20 on full days and 12:12 on early dismissal days) a dismissal tone will sound.

1. Students whose parents have so indicated on the *Dismissal Form* may leave after the dismissal tone sounds.
2. Students whose parents have not given permission to leave the school at dismissal time are to report to the designated waiting area and until their ride arrives.

Traffic Flow & Loading

In consideration of our neighbors, and to ensure a safe dismissal and loading environment, we appreciate the cooperation of all drives with the following guidelines as well as any direction provided by GCS personnel during this process.

1. Please be mindful that student drivers do not park on our property and will be walking along the South Alley.
2. Please do not enter the alley from Coalter Street until after the official dismissal time.
 - a. If you arrive early, please consider parking on one of the side streets until after that time.
 - b. Keep in mind that students are dismissed from their respective classrooms when the dismissal tone sounds, and that it will take a few minutes before they can exit the building and begin the loading process.
3. When possible, arriving 10 minutes after the dismissal time would greatly help the traffic flow, so please consider making this your family's pattern.
4. When necessary, GCS personnel may ask for you to exit the property and re-enter it using the Coalter Street entrance when your student(s) do not arrive in sufficient time and traffic is getting backed-up. Please comply with such.
5. Drivers may load their passenger(s)
 - a. Within the South Alley (A) or Back (B) loading zones which can be accessed via the Coalter Street entrance.
 - b. Please, do not attempt to load your passenger(s) from the front of the school on South Market Street.
6. When using the South Alley Loading Zone;
 - a. If no car is in front of you loading passengers, please pull forward up to the fire-hydrant on the left, or
 - b. Into a visitor parking space, if you also have a prearranged appointment or need to pop-into the building.
 - c. When unable to pull into the South Alley Loading Zone, please use the Back Loading Zone (B).
7. When using the Back Loading Zone:
 - a. Please be patient with drivers in front of you who are still unloading. and
 - b. Those who are pulling-in or out from parking spaces.
8. When unable to pull into either the South Alley or Back unloading zones, please do not load your students, but instead wait patiently for either zone to clear.
9. When existing our property via either alley you should turn left onto Market Street since it also is a one-way street.



Student Parking

Student drivers are not permitted to park in the staff/visitor parking lots adjacent to the school until after 3:20 PM unless previous permission has been granted by the administration.

Student drivers (who have submitted digital copies of their drivers license, as well as information about their license plate(s) and car insurance policy(ies)) should park in the lot towards the east end of Kalorama Street which is owned by another entity that has given permission for our school to use it.

As such, we should be good stewards of this lot and park in ways that will allow the most drivers (not just from GCS) to park their cars and to easily arrive and depart.

- Please, park along the borders (yellow line) of the lot first.
- Park in the middle of the lot only if you are unable to safely pull up to the border of the lot and your car will not prevent any other driver from safely pulling out of her/his spot.

In this diagram, the four cars outlined in pink are blocking easy access to additional parking space, especially once more cars park along the “right border.”

- Whenever it is dark outside upon your arriving at or departing from GCS walk from or to the lot in the company of other students.

