



High School Arrival/Dismissal Guidelines

Last Updated: July 21, 2021

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 as they attempt to pull-in or leave from their properties.

Arrival Guideline

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. Drivers may unload their student(s):
 - a. Within the South Alley (A) or Back (B) 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 Market Street.)
2. When using the South Alley Zone (A);
 - a. Please pull to the right so that other traffic may pass, or
 - b. Into a visitor parking space.
 - c. When unable to pull into the South Alley Zone (A), please use the Back Zone (B).
3. When using the Back Unloading Zone (B):
 - a. Please be patient with drivers in front of you who are still unloading. and
 - b. Exit our property by using the North Alley (C) to get to Market Street.
4. When unable to pull into either the South Alley (A) or Back (B) zones, please do not unload your students, but instead wait patiently for either zone to clear. This will provide the best safety to all pedestrians as well as prevent additional congestion.
5. Please be mindful that student drivers park their cars in a lot that necessitates students walking along the South Alley.
6. As you exit you when arriving at Market Street please take a left as it is a one-way street.

Dismissal Guidelines

Times, Doors & Waiting Areas

When the school day ends (3:20 on full days and 12:20 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 until their ride arrives, unless they have obtained explicit permission to be somewhere else.

Traffic Flow & Loading

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

1. 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 before entering the alley until after that time.
 - b. Keep in mind that students are dismissed from their respective classrooms when the dismissal tone sounds, so it will take a few minutes before they can exit the building and begin the loading process.
2. When possible, arriving 10 minutes after the dismissal time would greatly help the traffic flow, so please consider making this your family's pattern.
3. 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 requests.
4. Drivers may load their student(s)
 - a. Within the South Alley (A) or Back (B) zones which can be accessed via the Coalter Street entrance, but
 - b. Not in front of the school on South Market Street
5. When using the South Alley Zone (A);
 - a. Please pull to the right so that other traffic may pass, or
 - b. Into a visitor parking space.
 - c. When unable to pull into the South Alley Zone (A), please use the Back Zone (B).
6. When using the Back Loading Zone (B):
 - a. Please be patient with drivers in front of you who are still loading. and
 - b. Exit our property by using the North Alley (C) to get to Market Street.
7. When unable to pull into either the South Alley (A) or Back (B) zones, please do not unload your students, but instead wait patiently for either zone to clear. This will provide the best safety to all pedestrians as well as prevent additional congestion.
8. Please be mindful that student drivers park their cars in a lot that necessitates students walking along the South Alley.
9. As you exit you when arriving at Market Street please take a left as it is a one-way street.

