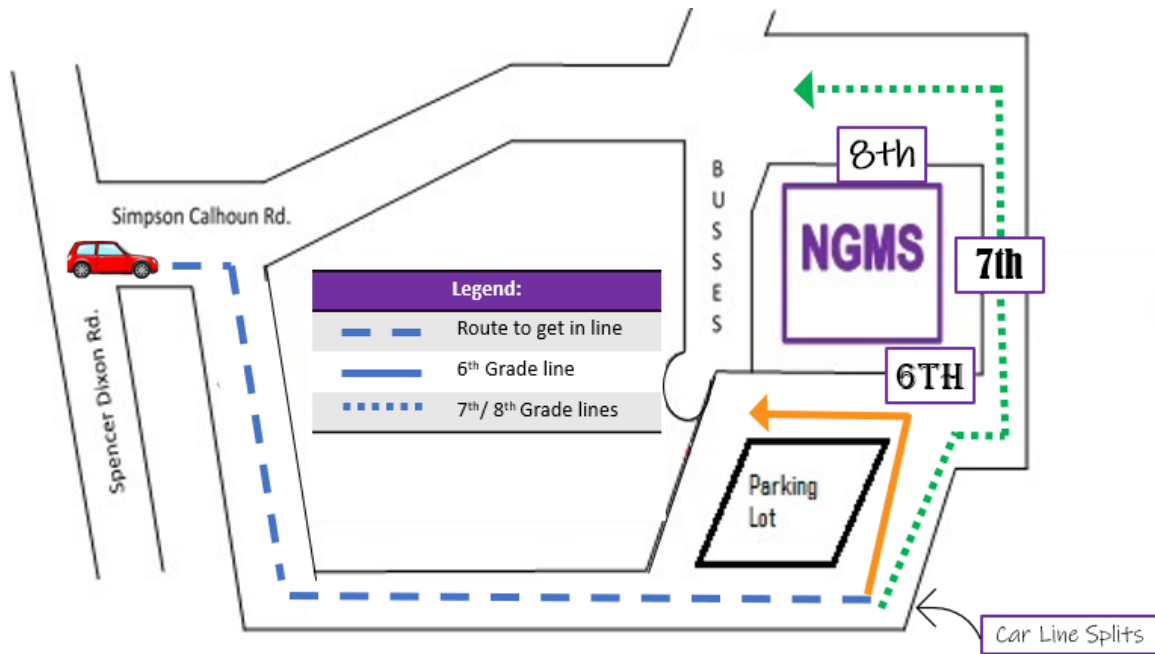


NGMS Car Rider Drop-off and Pick-up Procedures



Entering the Car Rider Line

All traffic for drop-off and pick-up turn right at the softball field.

All Car Riders drop off at the front of the building from 7:45 – 8:00

- We will begin to divide the lines at 8:00 by grade level as described below.

The line splits just past the NGHS Concession Stand.

- 6th grade lines shift left**
- 7th and 8th shift right.** Both lines enter the drive to the right of the parking lot.

6th Grade

- 6th grade will continue left in front of the school.
- 6th grade will drop off at the front of the school, students walk and use the entrance by the sensory garden.

7th and 8th

- 7th and 8th grade will turn right behind the school.
- The 7th and 8th grade line turns to go behind the school before splitting again. The 7th grade line will shift to the left and the 8th grade line will shift to the right.
- 7th grade will drop off at the end of the 7th grade hallway from the left side (driver side) of the car.
- 8th grade will drop off at the outdoor learning center on the right side (passenger side) of the car. Staff will be on duty to assist students crossing the street.
- 7th and 8th grade cars will merge back into one lane after 8th grade drop-off spot.

Dismissal

- The same process will be used for student drop-off and pick-up.
- Name Tags should be displayed in the front dashboard for afternoon pick-up.
- Staff member(s) on duty will call names to alert students to come to their designated pick-up area.
- Any car dropping off or picking up multiple grade levels of students should **ALL use the 6th grade entry and dismissal doors.** This will alleviate students crossing within the building.

**Student
First & Last Name
Grade Level**