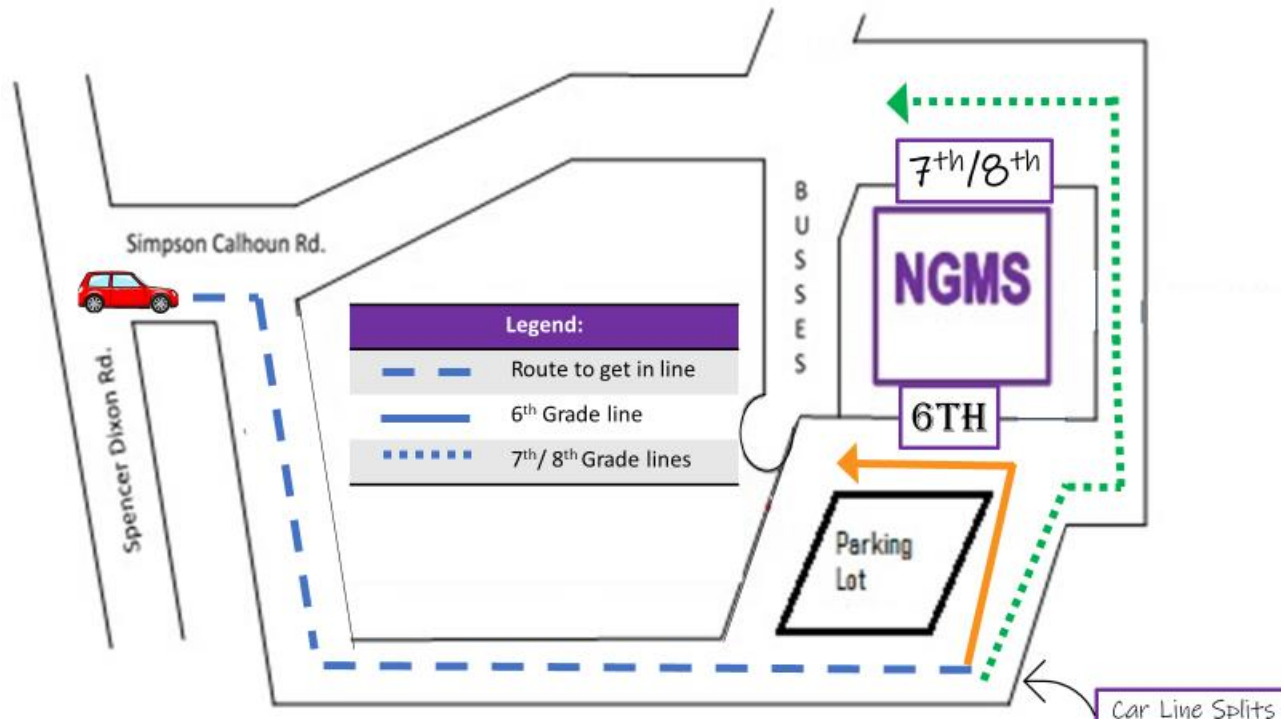


NGMS Car Rider Drop-off and Pick-up Procedures



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 – 8:05. From 8:10-8:30, students will use grade level designated entrances. All students arriving after 8:30 will be considered tardy and must come through the front entrance and sign in.

- We will begin to divide the lines at 8:05 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 and come in the main doors.

7th and 8th

- 7th and 8th grade will turn right behind the school.
- 7th and 8th grade will drop off at the outdoor learning center preferably from the left side of the car. Any student exiting on the right side of the care should cross to the **left side of the car** prior to their car moving.
- There will be only be **one line around the back of the school** for 7th and 8th graders, and they will both be dropped off at the same location at the outdoor learning center.

Dismissal

- The same process will be used for student drop-off and pick-up.
- Name Tags should be displayed in the front dashboard or hanging from the rearview mirror 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 and follow 6th grade procedures.**

**Student
First & Last Name
Grade Level**

