

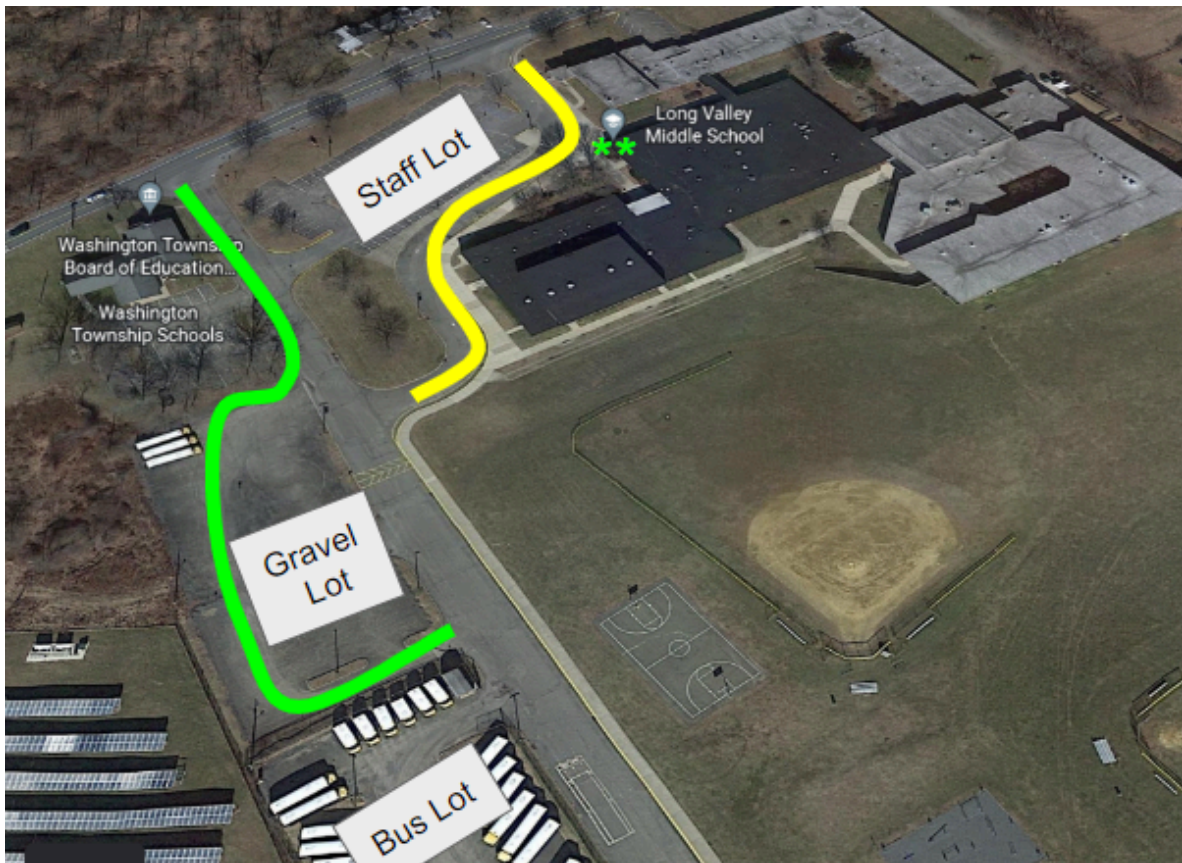
Long Valley Middle School
Student Drop Off / Pick Up Procedures and Guidelines



In cooperation with the Washington Township Police Department, Long Valley Middle School has created the following Student Drop Off / Pick Up Plan for our school community. These Procedures and Guidelines were designed with the safety of our students and faculty as the top priority. It is expected that all families will follow these guidelines when picking up / dropping off students at LVMS.

This document contains the following information:

- **LVMS Campus Map / Key**
- **Morning Student Drop Off Procedures**
 - 7:45 AM - Before school for Student Clubs / Activities ONLY
 - 8:30 AM - Normal Student Drop Off (students not taking Bus)
 - 8:38 AM - Student Drop Off (*tardy*)
- **Afternoon Student Pick Up**
 - 3:35 - Normal Student Pick Up (students not taking Bus)
 - Afternoon Walking Students
- **Student Pick Up Early Dismissal**



LVMS Main Map Key

Green Line = Vehicle Entrance Route for AM Drop Off / PM Pick Up

Yellow Line = Bus Lane (DO NOT ENTER WHEN BUSES PRESENT)

****** = LVMS Main Entrance

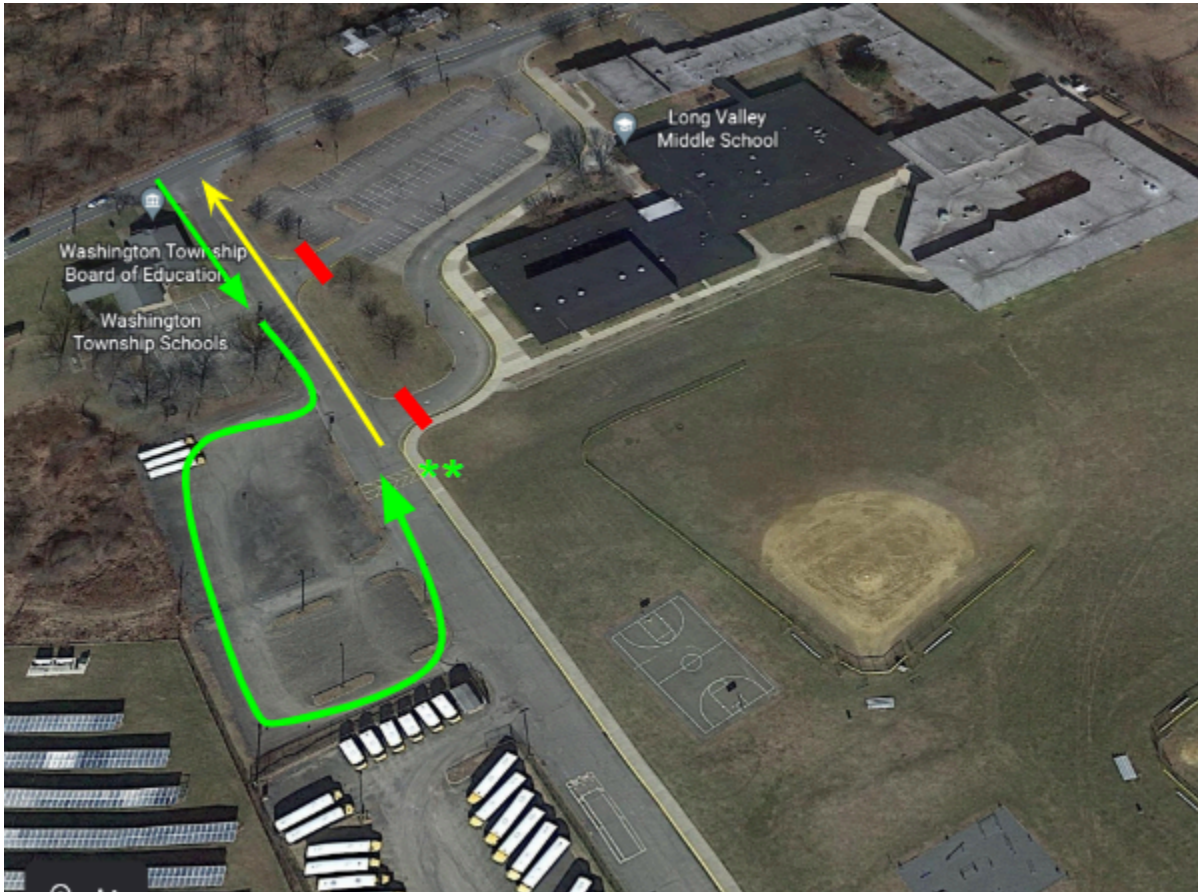
Staff Lot = Staff / Visitor / Handicap Parking (no student drop off / pick up here!)

Gravel Lot = Staff Parking / Parent Vehicle Route for student Drop Off / Pick Up

Bus Lot = Bus Parking Only

Morning Drop Off Procedures
Student Drop Off Begins at 8:30 AM

Vehicles should enter the LVMS Property by the Washington Township Board of Education Building (53 West Mill Road). Vehicles should proceed up the driveway and follow the flow of traffic into the gravel lot. Vehicles will drop students off at the crosswalk (LVMS staff will be posted there to direct students into the building). Vehicles ARE NOT permitted to enter the Main Staff Parking Lot or Bus Lane during this time.



Key

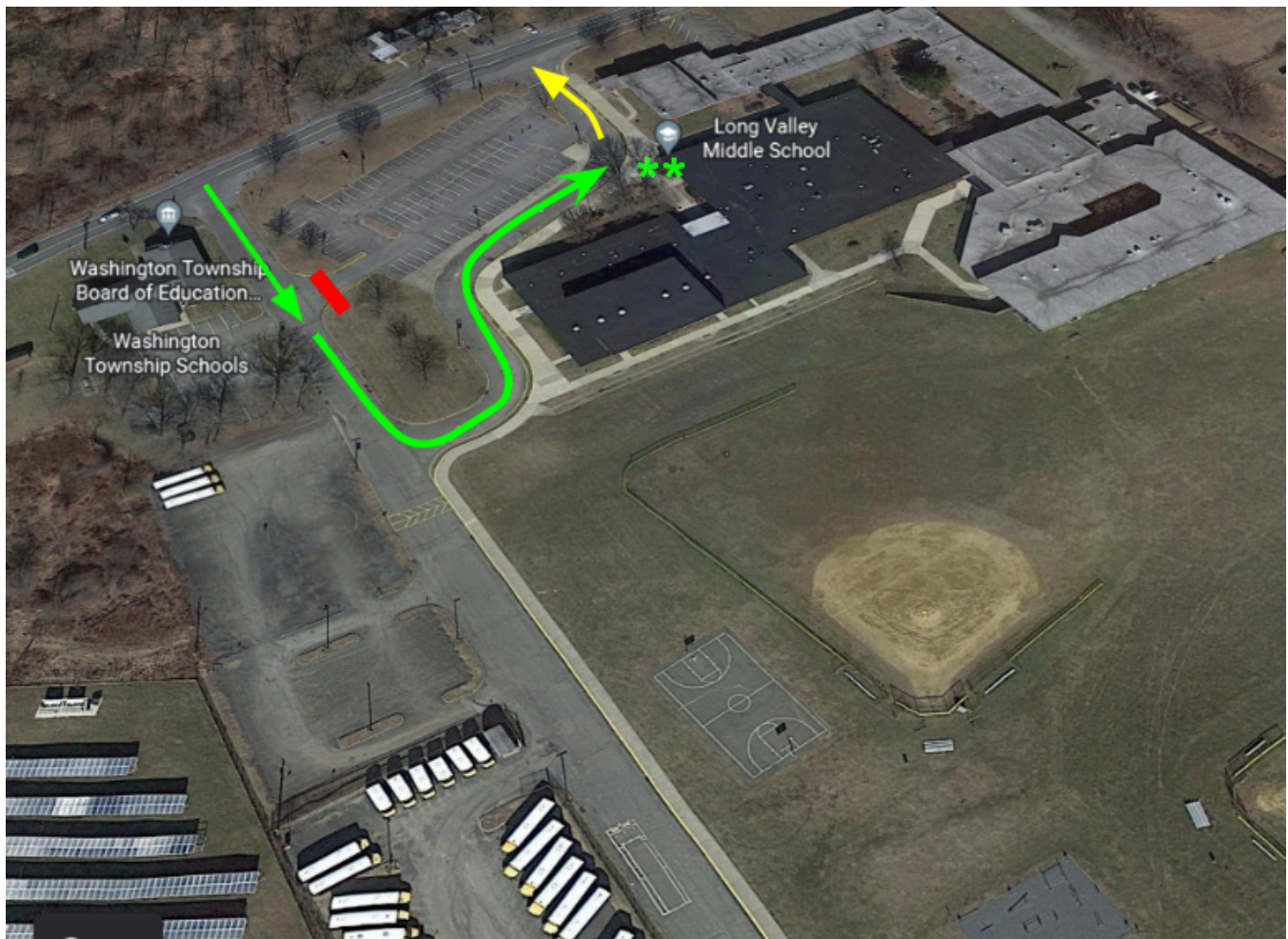
Green Line = Entrance / Drop Off Route
****** = Student Drop Off Point
Yellow Line = Exit Route after Drop Off
Red Lines = DO NOT ENTER AREAS

Clubs / Activities 7:45 AM - 8:00 AM

If a student is participating in an AM Club or Activity, they arrive at LVMS at 7:45 AM. Students MUST be dropped off at the main entrance by moving through the bus lane. Students will not be permitted to enter the building prior to 7:45 AM. Students are only permitted to be at whichever club / activity they have signed up for and are not permitted into other areas of the building. Vehicles should not enter the bus lane after 8:00 AM.

Student Drop Off After 8:38 AM

Vehicles should enter the LVMS Property by the Washington Township Board of Education Building and turn LEFT into the Bus Lane (bus lane must be free of buses). Vehicles should proceed towards the main entrance to drop students off. *Students dropped off at this time will be considered Tardy.*



Key

Green Line = Entrance / Drop Off Route

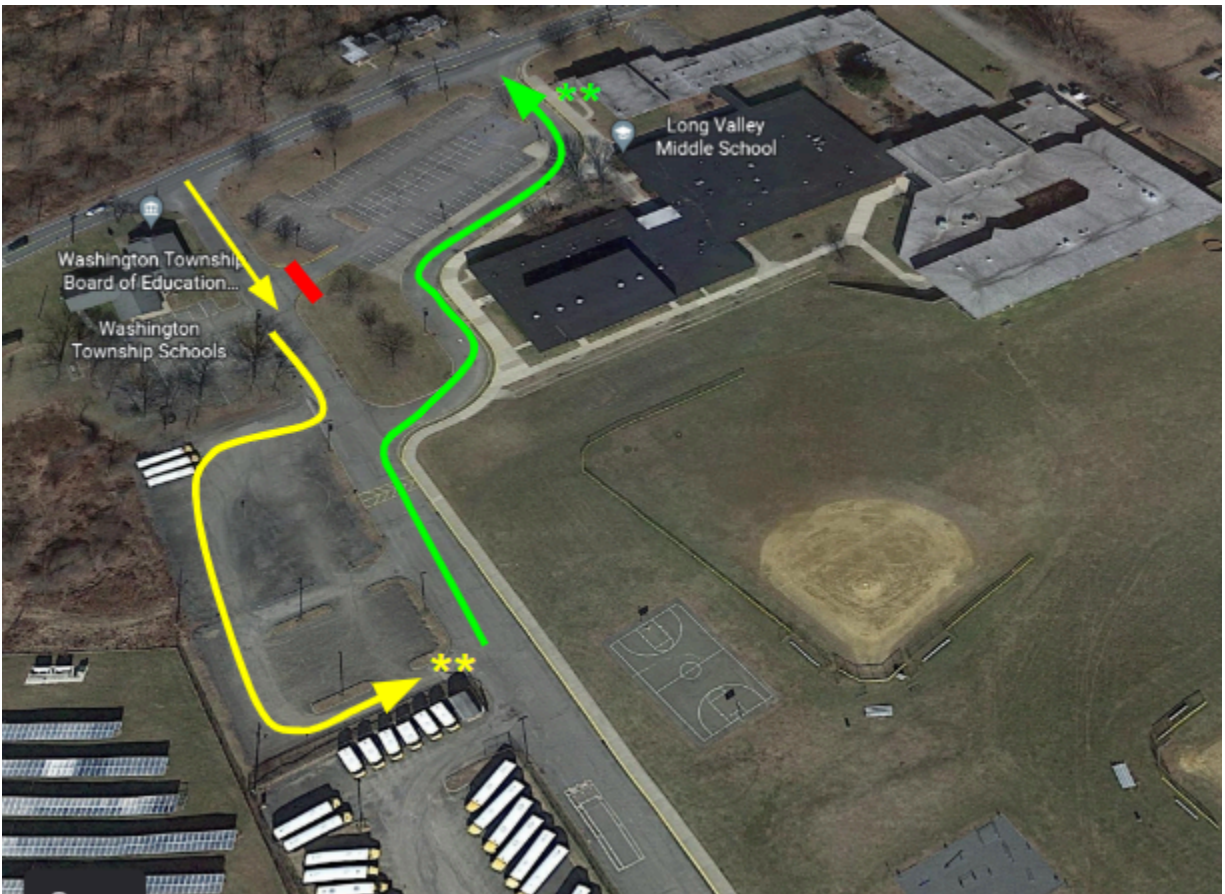
**** = Student Drop Off Point**

Yellow Line = Exit Route after Drop Off

Red Lines = DO NOT ENTER AREAS

Student Pick Up Procedure
Begins After 3:35 PM
Students not taking bus

Students who are not taking the bus and being picked up at regular dismissal, will report to the Band Room (Room 43) to wait. They will be dismissed by a teacher after the buses leave. Parents should not enter the staff parking lot or the bus lane during PM Pick Up. Students will not be permitted to cross through the bus lane at any point. All vehicles must go up the driveway to the gravel lot and wait for buses to exit the bus lane before moving into the driveway that loops in front of the building.



Key

Yellow Line = Parent Pick Up Line Entrance Route (Line up before 3:35 PM)

****** = Parents Wait Point for Buses to Exit

Green Line = Parent Pick Up Route AFTER Buses Exit (Begins after approx. 3:35PM)

****** = Student Pick Up Point

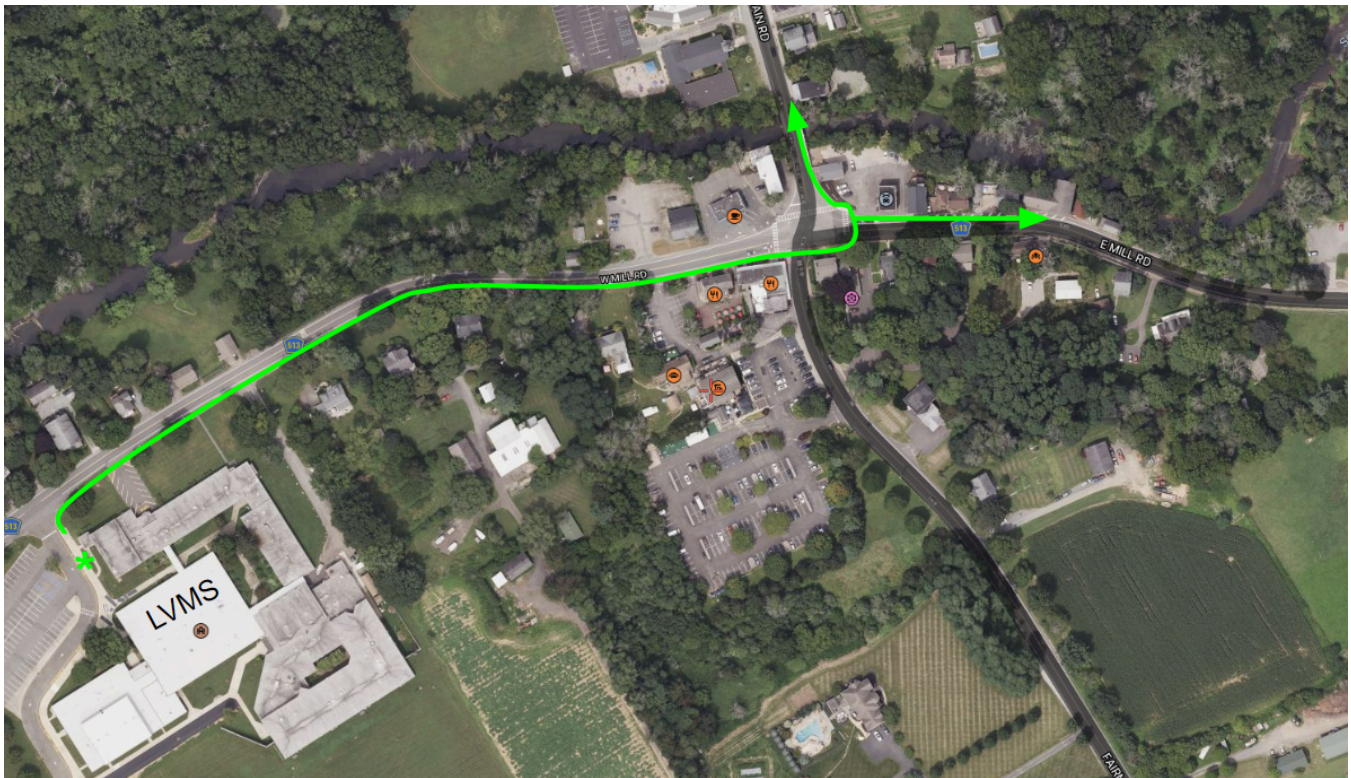
Red Lines = DO NOT ENTER AREA

Afternoon Walkers

If a student is not taking the bus, but will be walking elsewhere after school, students **MUST** submit this information via the PickUp Patrol App by 2:00 PM each day. Students will not be permitted to leave the school property after school if this request is not submitted via PickUp Patrol by 2:00 PM. We **DO NOT** accept phone calls or emails for walking requests.

Students Walking to Center of Town

At dismissal, students will be gathered in a specific location in the building to confirm that they have been signed out (via PickUp Patrol) by a parent to walk off the LVMS Campus. Once confirmed, students will move down the LVMS bus lane and proceed to West Mill Road to be dismissed. As per the Washington Township Police Department, pedestrians are expected to walk on the sidewalk towards the center of town and only use crosswalks to cross the street. Students **MUST** walk towards Fairmount Road and cross at a marked pedestrian crosswalk.



Student Pick Up Early Dismissal

If a student is leaving early, whether it be earlier in the day or not taking the bus home, parents must indicate this in the PickUp Patrol App. In the PickUp Patrol App you parents will be required to enter a pick up time and reason (from a drop down menu). Parents will park in the designated Visitor Parking and Enter the Building via the Main Entrance to sign the student out with the Office Staff.