

St. Stephens Indian School Parent/ Guardian and Student Drop Off/ Pick up Procedure for ALL K-12 students.

Morning Drop-off

- Enter St. Stephens from the north entrance driveway (near the bus garage).
- Please **DO NOT** enter the visitor parking area from St. Stephens Rd., this is designated a one-way driveway for student loading/ unloading from 7:30 am- 8:00 am and 3:20 pm -3:50 pm (M-TH) and 7:20 am – 1:50 pm (Fri.).
- Proceed toward the elementary building front entrance.
- Watch and follow direction from staff stationed to direct you. Pull up as far as possible along the metal post fence before allowing students to exit the vehicle. Students should exit vehicles from the passenger side. (Students will then walk toward the front of the elementary school building between the red metal fence and the cones.)
- For the safety of our students please do not drop them off at any other location.
- Parents may not exit their vehicles or park in the drop off lane for any reason.

Afternoon Pick-up (School Day ends at 3:30PM for K-5 and 3:35PM for 6-12)

- K-5 students will be dismissed first. Middle and High School will be released at 3:35. If you have older students, please do not enter the pick- up line until/ before 3:40.
- Enter the driveway from the north near the bus garage.
- Proceed southbound, to the front of the elementary building.
- Please pull up and use the entire driveway as needed while waiting.
- When a car leaves, please pull up to replace them in line.
- Parents using the drop-off/pick-up zone may not exit their vehicles.

General Reminders

- The drop-off/pick-up zone is for dropping off and picking up students only. If you need to enter the building, please park in a parking lot.
- Be a good example of a safe and courteous driver, your students (and future drivers) are watching.
 - Please be alert at all times and respectful of other drivers.
 - Please follow the directions of staff stationed to assist.
- Do not use your cell phone while driving near or on campus
- Weather can cause severe delays in the morning: please plan ahead.

Please be aware that the high school parking lot is for high school students and staff only to park. Parents/ Guardians dropping of high school students will adhere to the same procedure mentioned regarding Parent/ Guardian and Student Drop off and Pick up. We appreciate your cooperation to ensure all of our Eagles are safe!