



Hello Parents and Students,

We want to notify you that starting on August 14, 2017, and every school day thereafter, we will be changing the drop off/pick up procedures for the entire school. We kindly ask that you familiarize yourselves with the gate/lot closures and parking locations prior to the start of the school year.

It is very important for everyone to read, study the maps and follow the new procedures. The changes in drop off/pick up procedures will impact everyone who attends St. Francis Catholic High School.

Please be patient as we work to improve the daily routine of dropping off/picking up student/s. Our administrative team, parent volunteers and law enforcement personnel look forward to making this transition as smooth as possible.

Thank you,
Dean Cost

Morning drop off procedures

Please refer to the map when reviewing the following instructions:



Parent Drivers

- Plan on having your student on campus at **least 15-20** minutes prior to the start of school. The longest drop off traffic delays are from 7:40am-8:00am.
- Pull as far forward towards the gym before having your student exit the vehicle.
- Your student should have all items with her, and be ready to unload from the vehicle. Please do not have items in the trunk as this delays exiting of the vehicle.
- Students should open the car door slowly, and always look both ways to check for other vehicles or safety concerns.
- Students will only enter campus via the GYM doors.
- **NO** drop off from the visitor parking spaces.
- **NO** switching drivers.
- **NO** drop off prior to the yellow stripe/brick wall.
- **NO** drop off inside the student parking lot.
- **NO** drop off in the cell phone lot.
- **NO** drop off on M Street or in any of the surrounding neighborhoods. We have a contractual agreement with the neighbors not to use these areas.
- **Any student or driver not abiding by the rules will cause the student to receive detention.**

Student Drivers

- Drivers will use the Main Entrance or Elvas Gate for **entrance only**.

- **NO** exiting via the Elvas Gate entrance.
- The main entrance gates leading into the student lot will close at 7:40am each day.
- Drivers arriving after 7:40am must use the Elvas Gate entrance.
- Drivers may not use the call box to access gate openings to enter the main parking lot between 7:40am and 8:00am.
- Drivers arriving **after** 8:00am, may use the call box to contact the front office for entry.
- These times will be adjusted for late start and special schedules.
- Drivers without permits may not park in any St. Francis lot.
- Drivers found to be parking on M street or surrounding neighborhoods will receive detention or additional disciplinary consequence.

Afternoon pick up procedures

Please refer to the when reviewing the following instructions:



Parent Drivers

The Main Entrance to campus will be closed at 2:50 pm to all parent traffic, and may not be used during the afternoon pick up time. Students with afternoon appointments must leave campus by 2:45pm in order for the SFHS parking personnel to work. Parents dropping off items prior to 3:15 pm, will have to come through via the cell phone lot procedures.

All parent drivers picking up students after school must use the new cell phone parking area (old Armory parking lots) to wait for their student to call.

- **The Elvas Gate will be closed for afternoon pick up. Parents will still use the Elvas entrance to enter onto Frontage Road to the cell phone parking lot area (old Armory parking lot).**
- Drivers may park and wait in the cell phone lot starting at 2:15pm, Monday-Friday.
- When turning into the Elvas Gate entrance from J street, it will be a right turn into the driveway and an immediate right turn onto the Frontage Road. **You will not enter through the gate.**
- When turning into the lot from Elvas Avenue, it will be a left turn into the driveway and a slight right turn onto the Frontage Road. **You will not enter through the gate.**
- The entrance to the pick up zones will not open until 3:00pm.
- Drivers may pick up their student in front of the gym building only after the student has called saying she is ready for pickup or after 3:15 pm.
- Drivers whose students are not immediately available for pick up will be asked to exit the lanes and return to the cell phone lot until student is available.
- Drivers will need to pull as far forward towards the gym building as possible before having student/s enter the vehicle.
- Students may only exit school via the gym doors, and must stay lower than the yellow stripe/brick wall.
- **NO** waiting or parking in the pick up lanes in front of the school (except as caused by stop light cycles).
- **NO** pick up prior to the yellow stripe/brick wall.
- **NO** pick up of students or driving in student parking lot areas.
- **NO** pick up of students in the cell phone lot.
- **NO** parking in the visitor spaces in front of the school
- **NO** pick up on M Street or in any of the surrounding neighborhoods. We have a contractual agreement with the neighbors not to use these areas.
- **NO** speeding, the speed limit for the SFHS parking and driving areas is 5 mph.
- **Any student or driver not abiding by the rules will cause the student to receive detention or additional disciplinary consequence.**

Student Drivers

- Drivers may **NOT EXIT** through the Elvas Gate onto Elvas Avenue (this is now a student/parent entrance only), drivers must use the Main Entrance to exit the lot.
- Drivers may exit from the Main Entrance and turn right onto Elvas Avenue (at the light).
- Drivers may use the third lane in front of the main buildings to exit at the light (near gym).