

HBMS Arrival and Dismissal Procedures

2022-2023

Definitions

“Walker” - student arriving/leaving campus by walking

“Buses/Buser” - student arriving/leaving campus by bus

“Carpool” - student arriving/leaving campus by a car (not bus)

Morning Arrival Procedures

Buses

Students arriving by bus will be dropped off in the back of the building.

- Students will begin disembarking buses at 7:15am, they will enter through the MPR (B1) or the Gym and stay in that space until the bell rings at 7:20. At that time they should be going to their lockers and reporting to ROCK. The “warning bell” for ROCK will ring at 7:30am and the “Attendance bell” will ring at 7:35am. At this time all students should be in their ROCK classrooms. Students that are not in their ROCK room for the “attendance bell” will be considered “tardy”. The Pledge will begin right after the “attendance bell” at 7:35am followed by morning announcements. If a student needs breakfast, they can grab breakfast and eat in the MPR.

Parent Morning Drop-Off (Carpool)

Parents who are dropping students off at school are asked to do so between 7:15am - 7:30am.

- As in the past, parents who are dropping students off at HBMS before school, are being asked to use the entrance on the South Side of the Farley Building (newly paved entrance nearest the school) and drop off in the front of the building.
- Upon entrance to campus, parents in the carpool lane are asked to remain in the front of the building and not drive around the back of the school (to allow for bus travel)
- Parents are asked to drop students off at the main entrance. Due to a high volume of traffic expected in the morning, we are asking students to be ready to exit the vehicle when the vehicle is fully stopped and it is safe to do so.
- If students arrive prior to 7:20 they will report to the gym until the 7:20 bell rings.
- Students will go directly to their locker and ROCK room. If a student needs breakfast, they can go to the MPR, grab breakfast and eat in the MPR. There will be a “warning bell” at 7:30am and an “attendance bell” at 7:35am. Students that are not in their ROCK for the “attendance bell” will be considered “tardy”. The Pledge will be right after the “attendance bell” at 7:35am followed by morning announcements.

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End of Day Dismissal

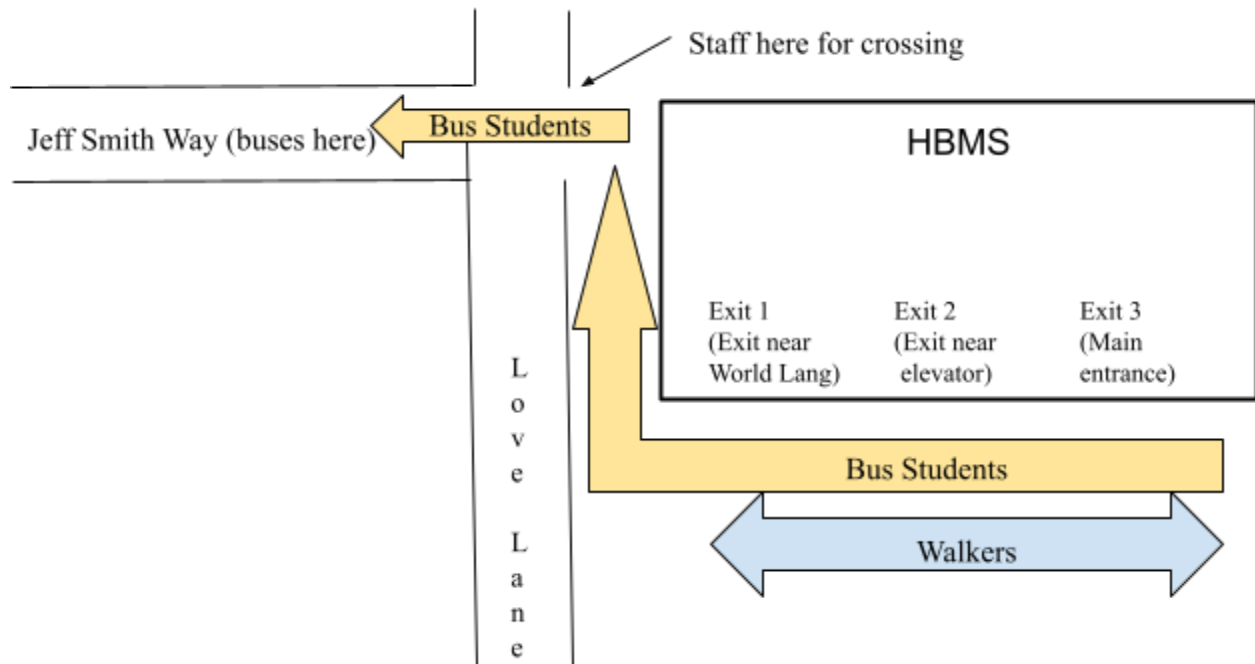
Bus Riders and Walkers

Students who are riding the bus or walking home will be dismissed at the 2:20pm bell and be asked to leave the building through one of three exits based on their classroom location, as designated below. All bus riders or walkers will exit the building through a front door onto the sidewalk.

1. Students in the downstairs 8th Grade wing classrooms who are riding the bus or walking home will exit the building through the doors nearest the World Language rooms.
2. Students in the upstairs 7th Grade wing classrooms who are riding the bus or walking home will exit the building through the doors nearest the elevator (near the library).
3. Students in North End classrooms who are riding the bus or walking home will exit the building through the main entrance.

All students riding the bus will then walk to Jeff Smith Way, to board their respective bus. A staff person will be positioned at the intersection of Love Lane and Jeff Smith Way while students are crossing.

*Students will only be allowed to ride the bus that is designated for their address and should load and disembark at their designated bus stop.



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Carpool

8th Grade Carpool lane will be located in the front of the building and parents of 8th Graders should use the entrance on the South Side of the Farley Building (entrance closest to the school). Parents who are picking up their child from school will be asked to pull as far forward as possible (towards Love Ln.) and when possible, text your child with your approximate location to expedite the dismissal procedure.

7th Grade Carpool lane will be located in the back of the building and parents of 7th Graders should use the entrance on the North Side of the Farley Building (entrance farthest from the school). Parents who are picking up their child from school will be asked to pull up to the South end of the building (towards Love Ln.) and when possible, text your child with your approximate location to expedite the dismissal procedure.

Students who are being picked up by a parent will be dismissed in the following order:

- 8th Grade Carpool students will be dismissed at the 2:20pm bell
 - 8th Grade students in the North End classrooms will exit the building through the main entrance.
 - 8th Grade students in the downstairs 8th Grade wing classrooms will exit the front of the building through the back staircase doors.
 - 8th Grade Music, Computer or PE students will exit the building through the doors near the Library and elevator.
- 7th Grade Carpool students will be dismissed at the 2:20pm bell and cars will be allowed to leave campus after the bus students have cleared Love Lane.
 - 7th Grade students in the North End classrooms will exit the building through the door next to the Art room.
 - 7th Grade students in the Upstairs 7th Grade wing classrooms will exit the building through the MPR.
 - 7th Grade students in the Downstairs 8th Grade wing classrooms will exit the building through the MPR.

****Vehicles that have not left campus at 2:30pm will be asked to wait for all buses to leave the high school.**

After School Activities

All students who are staying on campus for after school activities will be dismissed at the 2:20 bell and should report directly to their respective activity location.

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