

# Secondary Afternoon Carpool Procedures



➡ The initial staging of vehicles will be completed prior to the start of carpool. Once staged vehicles are through the carpool process, standard carpool pick-up flow will be active.

➡ The secondary carpool line is for pick-up of all ages of secondary students, enters from Cypress N. Houston Road and must exit to the right on Jones Road. All secondary students are dismissed at 3:30 p.m. for pick-up.

★ Pick-up area

## General Rules

- Cell phone use by drivers is prohibited during active pick-up of students.
- The carpool line enters from Cypress N. Houston Road.
- Secondary students and elementary siblings will be picked up in front of the Secondary A Building and the Elementary Building between 3:30 and 4 p.m.
- You may stage in the parking lot areas along Cypress N. Houston Road and along the east side of the West Gym. However, please wait until elementary carpool ends around 3:25 p.m. before driving forward along the south end of the West Gym to the pick-up area in front of the Secondary A Building and the Elementary Building.
- Students left on campus after 4 p.m. and not participating in a school-sponsored activity must go to the late supervision room. Family accounts will be charged a late pick-up fee. Late fees are listed in the Combined Policies Handbook.
- There is no pick-up of students by the White House or by the West Gym Foyer in the afternoons.