



# Bishop Moore Catholic HIGH SCHOOL

## PARKING LOT & SAFETY PROCEDURES

This section contains important information that must be followed to assist the school in providing a safe campus. The safety of our students is of utmost importance and always takes precedence over convenience.

- Follow morning drop off and afternoon dismissal patterns-See below
- Adults are to remain in their vehicles at all times
- Please do not park your car after dismissal has begun and walk up to the student pick-up and drop-off area
- Students in the carline will only be dismissed to drivers in vehicles. **Once students are under the covered carline, parents will not be permitted to walk up to retrieve their students. There are no exceptions to this policy as it is for student safety.**
- **Students are never to walk out into the traffic line to enter a vehicle**
- Walkers must leave the campus through the assigned gate between Bishop Borders and Bishop Grady, not the carline
- School staff/student safety patrol will be on duty in the parking lot and located all over BMC campus to assist the students
- Cell phone use or texting is not permitted for drivers or students while in the school car line or parking lot
- Please refrain from honking the horn while in the car line, playing loud music or engaging in any activity that may distract other drivers or those involved in the dismissal process.

## **Arrival Procedures**

Supervision of students begins at 7:15 a.m. Please do not drop students off prior to this time. All students must go to the designated zone after drop off:

- 9th and 10th graders will go to the courtyard, cafeteria, Bishop Borders, and Bishop Grady tent area.
- 11th and 12th will proceed to the Pines and St.Charles tent areas.

*Please do not enter or park in the faculty/staff parking area during morning arrival.* This lot is reserved for faculty and school staff between 6:00 a.m. and 4:00 p.m. on days when school is in session. Visitor parking spaces in front of the office are not to be used for dropping off your student.

### **Morning Drop Off and Afternoon Dismissal Pattern**

When dropping students off go around the Dome in lane 2 & 3 to the carport area closest to the sidewalk.

### **Bishop Moore Catholic Students Off Campus Arrival Bikers, Walkers and Parking**

BMC students will use the front gate facing Edgewater Drive between Bishop Borders and Bishop Grady halls to enter the BMC campus before 7:40 a.m.

### **Bishop Moore Catholic Students Arriving in St. Charles Borromeo Parking Lot with St. Charles Borromeo Student(s) in the Same Vehicle.**

BMC students may be dropped off in the St. Charles Borromeo parking lot and should walk through the front gate with St. Charles Borromeo students and exit through the courtyard. BMC students will not have access through the St. Charles Borromeo campus before 7:15 a.m. Please contact the church office for questions regarding access prior to 7:15 a.m. for BMC students who park in the church parking lot. BMC students may not be dropped off in the SCBCS parking lot without SCBCS students in their vehicle (unless the SCBCS student is out sick). BMC students who do not follow this rule will be referred to BMC administration.

### **St. Charles Borromeo Students Arriving in Bishop Moore Catholic Parking Lot**

St. Charles Borromeo students may be dropped off at the BMC arrival area in the morning. BMC students driving SCBCS students are to drop SCBCS students off at the drop-off area before parking in the BMC parking lot. SCBCS students should not be walking in the BMC student parking lots. SCBCS students are to walk between the BMC gym and library and enter the school through the entryway facing BMC.

## **Dismissal Procedures**

### Important Reminders:

- Please be advised that parents are only allowed 30 min before dismissal to be waiting in the car loop.
- Please remain in your car and follow the traffic pattern noted above.
- Do not park and walk to pick up your student in the afternoon (except in the circumstances outlined below). This is a safety situation as it is very dangerous for the students.
- Administration, and school staff are the only adults in the student zone. Parents should not be under the carport during dismissal.
- When picking up students after school, please use the 2 and 3 lanes ONLY, lane 1 (closest to the dome) is reserved for thru traffic only.  
Please make sure to pull all the way forward in the line as close to the car in front of you as safely as possible. Do not stop if the line is moving in order to allow a student into your car. Please have them walk and meet you where you eventually stop for their safety and the safety of other students.
- Please do not tell your student to cross with the walkers unless he or she is actually walking home. Students should not be asked or permitted to wait for rides, unsupervised, after they have crossed Edgewater Drive. If you are unable to pick up your student at the end of the school day, they will be in the Student Center waiting for your arrival with a staff member. The Student Center is open until 4:00 p.m.
- BMC students are not permitted to wait in cars after school for extracurricular activities or practices. They may wait in the Student Center until their Coach or Club Sponsor arrives.

### **Bishop Moore Catholic / St. Charles Borromeo Catholic Siblings Picking up Walkers**

Those students being picked up by BMC siblings should meet under the Courtyard pavilion closest to the Art room facing BMC and then proceed to BMC dismissal lot. SCBCS students who are being picked up by vehicle in the SCBCS parking lot may not be picked up under the walker pavilion. The only exception is if the BMC student has an assigned parking spot at St. Charles. BMC students are not permitted to pick up students in other locations at the school.

### **Walkers/Bike Riders (not being picked up by parents or siblings)**

Walkers/bike riders will proceed on the sidewalk to the front gate of BMC facing Edgewater Dr. to leave the school campus.

### **Late Pick-Up**

Any student who has not been picked up by 3:30 p.m. on M,T,TH,F and 2:30 p.m.

Wednesdays will be automatically taken to the Student Center to wait for your arrival for a limited period of time after being dismissed.

## **Rainy Day Dismissal**

A decision about rainy day dismissal will be made by 2:35 p.m. M,T,TH,F and 2 p.m. Wednesdays. Students will wait in their regular classrooms until further notice. Please use extra caution in the parking lot and pick-up areas on rainy days. BMC will utilize Rainy Day procedures anytime there is lightning within 8 miles of the school within the last 30 minutes. Students will not be released until administration gives an all clear.