

**Veronica Olivas**  
Principal

**Desiraye Benavidez**  
Assistant Principal



Date: 11/28/17

Parents/Guardians,

In order to keep everyone safe, we are making changes that are aimed to improve the traffic flow and improve the drop off / pick up process. We appreciate those of you who are observing the traffic guidelines within the parking lot to ensure student, staff, and guardian safety. Safety is everyone's responsibility. If you observe dangerous traffic concerns please call the police non-emergency phone number (334-6622) and provide them with the vehicle and license plate number.

The changes you can expect to see in the student drop off and pick up procedures are:

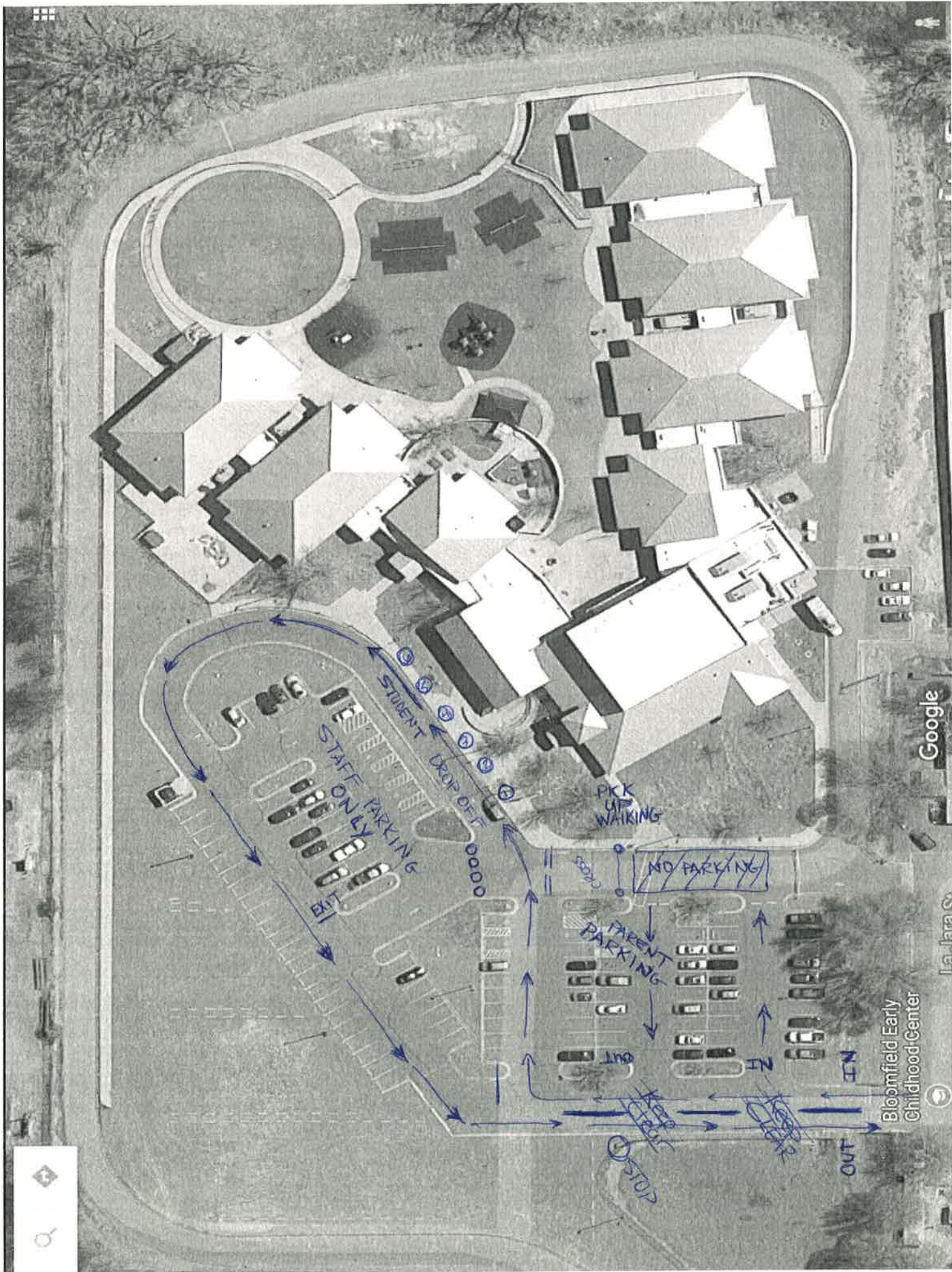
- We are changing the parent parking area. It will be the first parking to your right as you enter the main gates. There will be one way in and one way out.
- We are also modifying the procedures for the parents who choose to get out of their car and physically pick up or drop off their child. Parents who choose to walk their student to and from their vehicle need to utilize the designated parent parking lot. There is a cross walk on that side of the building. This is to help move the vehicles more efficiently, effectively, and safely through the pick-up/drop off line.

Things that will help us when dropping your child off in the pick-up line:

- When dropping off your child, students may open their door.
- Using the designated areas as designed.
- Being patient with us as we transition to these new changes.

Respectfully,

Veronica Olivas



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