



Shannon Yeager  
High School Principal

## Brockway Area Jr/Sr. High School

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Benjamin J. Donlin  
K-12 Principal

Dear Students, Parents and Guardians,

As the school year creeps closer, I wanted to take a moment and share with you a safety change that we will be implementing this school year. Starting on the first day of school, the morning entrance procedures are going to change to one single point of entry into the building. Any student that needs to enter the building prior to 7:42 will need to use Entrance #12 / Gymnasium Entrance.

**NEW STUDENT ENTRANCE** - Between the hours of 6:45 till 7:42 am, all students will now enter the school through the bus drop entrance (Entrance #12). Students who are parent drop-offs and need to arrive before 7:15 will be permitted to enter the school and they will be able to wait in the gym/trophy case hallway.



**Bus Students** - Bus students will still exit their buses and enter the school starting at 7:15.

**Breakfast** - Starting at 7:15, students will be permitted to wait in the cafeteria where they will have access to a school breakfast. Each student will be able to get one free breakfast each morning.



**Arriving after 7:42** - The **MAIN OFFICE** entrance **will not be available** for student use until 7:42. If your child arrives late to school they will enter through this entrance and proceed to the Main Office where they will need to sign in.

**Parents/Guardians** - Parents/guardians who need access to the school should continue entering through the Main Office Entrance (Entrance #1). You will need to ring the buzzer and wait to be buzzed into the school. If you are dropping off an item for your student, you will be asked to leave the item on the table in the Vestibule. Please use a sticky note to place your students name on the item. If you need to visit the main office, you will be buzzed into the school. Once in the hallway, please proceed to the Main Office.

**STUDENT PARKING** - With the entry change, we are also asking those students who drive to school to please park in the tennis court parking lot. Students are free to park in any of the available spots.



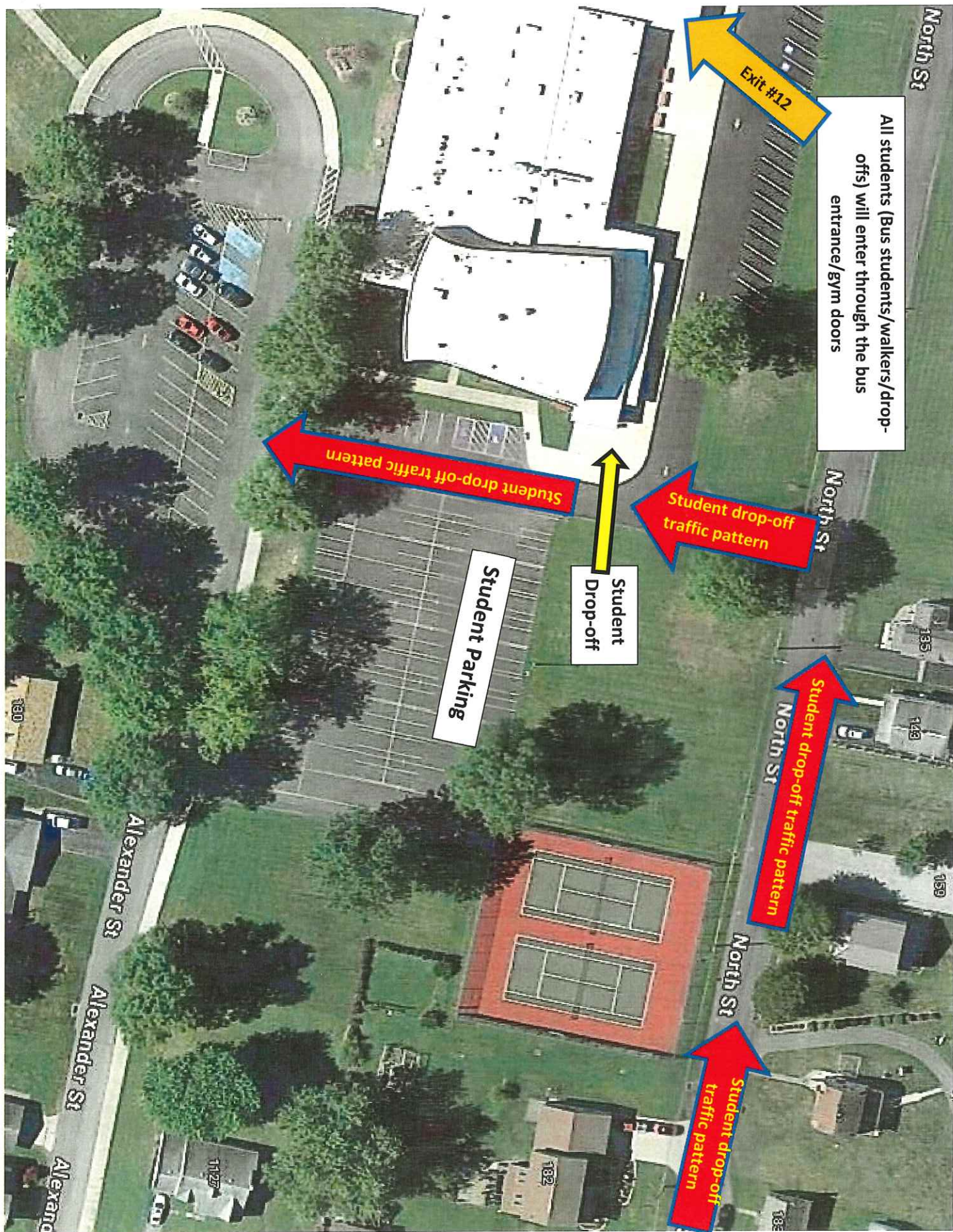
**NEW MORNING TRAFFIC PATTERN** - As a result of the single-point of entry change, we are also asking parents to change morning traffic pattern. Any parent who is dropping off their child, will need to proceed down **NORTH STREET**, turn **LEFT** by the tennis courts and then drop your child off at the corner of the sidewalk by the **Auditorium Entrance** (SEE PHOTO). To ensure that traffic does not back up on



**NORTH STREET**, please make sure your child is ready to exit your car as soon as you stop at the drop-off location.

After your child exits the car, please drive straight ahead and turn left to exit onto Alexander Street.

We have included a map with arrows to help illustrate the new traffic pattern.



All students (Bus students/walkers/drop-offs) will enter through the bus entrance/gym doors

Exit #12

Student drop-off traffic pattern

Student drop-off traffic pattern

Student drop-off traffic pattern

Student drop-off traffic pattern

Student Drop-off

Student Parking