



# BORDENTOWN REGIONAL HIGH SCHOOL

*"EFFORT IS THE FOUNDATION FOR SUCCESS"*

To: BRHS Parents/Guardians/Students  
From: David Misselhorn, Assistant Principal  
Lisa Sabo, Assistant Principal  
RE: High School Student Arrival and Dismissal Procedures  
Date: August 2014

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Bordentown Regional High School recognizes potential hazards during arrival and dismissal times due to high levels of bus, automotive and pedestrian traffic. As a result, this creates safety concerns for our students as they arrive and depart from school. The following procedures have been established:

- 1) All BRHS student drivers are to enter from Ward Avenue to the designated Senior or Junior parking lots in the rear or side of the building. Please note, all students must apply for and agree to conditions of parking privileges, before driving to school. Student drivers will exit school property at Hogback Road or Ward Avenue.
- 2) Persons picking up or dropping off students at the high school must enter the Parent Loop and drop off/ pick up students in an orderly manner in the front of the building.
- 3) BRHS students who walk home should enter and leave the building through the main entrance in the front of the building.
- 4) BRHS students who ride buses should enter and exit the building through the back entrance. Students can only ride their assigned bus and may only get on and off the bus at their assigned bus stop.
- 5) Students should arrive by 7:25 am. The school day officially starts at 7:30 am. Students are not to arrive prior to 7:10 am as there is no supervision at that time.
- 6) Students should exit the school building by 2:45 pm if they are not involved in a supervised after school activity. Students are not permitted to loiter in the building. Students without transportation or found loitering in the building will be sent to the main office for supervision and a parent/guardian will be contacted.

Every reasonable effort is made to supervise and protect your son/daughter during these times. Please aid us in ensuring the safety of our students by following the procedures listed above. **Parents and students must indicate the travel arrangements for their child both to and from school on the Policy/Procedure Signature Form.** Students are expected to follow the parental travel expectations as noted on the form.

Please note that it is the parent or student's responsibility to notify the school if there are any concerns regarding drop-off and dismissal.

Patrick M. Lynch, Principal  
Lisa Sabo, Assistant Principal

Joseph Sprague, Assistant Principal/AD  
David Misselhorn, Assistant Principal