



MT. LEBANON HIGH SCHOOL

ENTRANCES/DROP-OFF/PICK-UP/FORGOTTEN ITEMS/PARKING/ETC.

FAQ SHEET

(8/31/17)

1. **Which entrances will be open upon my son/daughter's arrival to school (until the end of homeroom at 8:10am)? Remember, school starts at 8am.**
 - Entrance AA-7 (Athletic Building Entrance Under Skywalk)
 - Entrance B-9 (Access from South Parking Lot; next to Fine Arts Theatre)
 - Entrance C-20 (Access from intersection at Horsman and Stadium Drives)

2. **Why is entrance A-1, on Cochran Road, closed this year?**

For student safety and security, the renovated building was designed to 1) limit open door access and 2) require traffic to flow to designated drop-off/pick-up points. With the re-opening of Horsman Drive, these planned expectations will be implemented. Drop-off/pick-up areas have been designed on Horsman Drive to limit students having to cross traffic and to help ensure no drop-off/pick-up occurs on Cochran Road or Lebanon Avenue (these two roads do not permit automobile stopping/standing for any reason).

3. **Where do students enter the building if arriving to school after 8:10am? Remember, school starts at 8am.**
 - Entrance C-20 (Access from intersection at Horsman and Stadium Drives)

4. **Where should a student go if he/she has an early dismissal?**

The attendance clerk's desk at entrance C-20 (in Principal's Office) to submit early dismissal request and to check-out when leaving

5. **Who should I (parent/guardian) call to verify an early dismissal for my son/daughter? Phone verification by parent/guardian is required before a student will be released for an early dismissal.**
 - Attendance clerk at 412-344-2040

6. **If I need to drop something off for my son/daughter, where should I go?**

Unit Principals' Office....Use entrance B-9 (Access from South Parking Lot; next to Fine Arts Theatre)

7. **Which entrance should I use to see.....?**
 - a. Use entrance B-9 (Access from South Parking Lot; Next to Fine Arts Theatre) to go to...
 - i. Unit Principals' Office (Room F302) (also, to drop off items for my son/daughter)
 - ii. Health Office (Room F304)
 - iii. School Counseling Office (Room F306)

(OVER)

Use entrance C-20 (Access from intersection at Horsman and Stadium Drives) to go to...

- i. Principal's Office (Room D100)
- ii. Attendance Clerk (Room D100 in Principal's Office Suite)
- iii. District Rentals (Room D213)
- iv. Student Activities Office

Use entrance AA-7 (Access from intersection at Horsman and Stadium Drives) to go to...

- i. Athletic Office
- ii. Pool and Gyms

8. When are students allowed in the building?

Our regular school day is from 8am until 3:03pm. However, for student convenience, the building is open to students for general access from 7:15am until 3:18pm. These hours of operation are intentional to ensure that the building is sufficiently staffed to supervise students and to help maintain a safe environment for both students and staff. Students who arrive before 7:15am will not be admitted unless prior arrangements have been made with a staff member or administrator. Students are expected to leave the building 15 minutes after dismissal unless they are under the direct supervision of a staff member, e.g., attending a club meeting, participation in athletics, meeting with a teacher, working in writing lab, etc. Loitering on school grounds is not permitted. Students are not permitted to remain in the building unsupervised awaiting late afternoon pick-up (after 3:18pm) or early morning drop-off (before 7:15am).

9. Where do I go to get information regarding student parking?

Principal's Office (D100), Unit Principals' Office (F302), or the Activities Office.

10. Where is student parking located this year?

Student parking is available in a designated section of the South Lot, a designated section of the Commissioners' Lot, and in the Dixon Field Lot. A parking permit (\$75) is required. Parking permit enforcement will begin on Monday, September 18.

11. Where is visitor parking located?

Designated "Visitor Parking" spaces are located at the following locations:

- On Horsman Drive below the tennis courts
- South Parking Lot along the fence near the upper practice field
- North Parking Lot (on Lebanon Avenue; however, please note this is intended for visitors to the District Administration Offices)

Parents/Guardians and other visitors must sign-in at the Principal's or Unit Principals' Office upon entry and register their vehicle