



February, 2012

Dear Parents/Guardians,

We have student drop off and pick up policies that assist us in the mitigation of student incidents/accidents. With the assistance of the JCPS Student Relations Safety Team and members of the JCPS Safety and Environmental Services Department, we have identified the safest manner in which students may enter and exit our school grounds.

Over the past month, there has been an increase of traffic flowing through pedestrian walk zones. Several students and staff members were nearly hit by drivers operating automobiles attempting to drop passengers off in unauthorized areas. In addition, students have been dropped off on 2<sup>nd</sup> Street, which is against policy. Again, as a friendly reminder, duPont Manual High School student pick-up/drop off procedures require all students to be picked up and dropped off in the back parking lot located off Cardinal Blvd. Please enter the parking area by the courtyard. The front parking area is for visitor parking only for Manual High School and Noe Middle Schools. **Do not enter the circular drive in the front of Manual High School and Noe Mille School from 6:30am-8:00am and from 2:00pm-3:00pm.** You may choose to utilize JCPS transportation services. For more information in obtaining your child's bus route you may contact JCPS Transportation at (502- 485-3470 or the web at [www.jefferson.k12.ky.us](http://www.jefferson.k12.ky.us).

The safety of all of our students, your children, is of great importance. Our policies are implemented with safety being our first and foremost concern. We are requesting your continuous support in upholding our high standards of performance in academics, activities, and behavior. This correspondence is to reiterate the importance of adhering to the policies and procedures that ensure the safety of the students attending duPont Manual High School. While we take pride in fostering an atmosphere that encourages diversity, excellence, and tradition in our academic and social community; none of this would be possible if our school does not have procedures that ensure the safety of our students and staff members.

Sincerely,

Larry Wooldridge  
Principal  
duPont Manual/YPAS

Matthew Kingsley  
Assistant Principal  
Safety and Compliance