



# Center Hill Middle School

8756 Forest Hill Irene • Olive Branch, MS 38654

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Home of  
The Mustangs!

Doug Payne  
Principal

September 3, 2009

Courtney McClatchy  
Assistant Principal

Dear Center Hill Middle School Parents:

Car riders will be dismissed at the regular dismissal time of 3:35 and will load in front of the school. Bus students will exit through the B hall doors on the North side of the building. Students are expected to exit the building safely, orderly, and in a timely manner. It is the responsibility of the student and parent to be aware of the order and place of pick-up, including when this changes at the parents request. It is the responsibility of the student to pay attention and know when their ride will be in the front of the school for loading. For safety reasons we will only load 8 vehicles at a time. A staff member will direct you as to when you are to pull in front of the school to load. When we feel that significant time has been allowed to load those 8 vehicles we will blow a whistle releasing the vehicles to leave campus. These vehicles will merge together to form one line as you leave. **WHEN THE WHISTLE BLOWS ALL STUDENTS WILL REMAIN ON THE FRONT PORTICO AND ALL TRAFFIC MUST MOVE TO ALLOW THE NEXT 8 VEHICLES TO LOAD. IF YOUR STUDENT DID NOT LOAD THEY WILL WALK DOWN THE SIDEWALK TO MEET YOU AT THE ALTERNATE PICK-UP.** The alternate pick up is at the end B Hall on the North side of the building and is marked by an orange safety cone.

All car riders will be dropped off in front of the school in the morning and will follow the directions of CHMS staff.

Always remember to be alert and drive slowly while on campus. Please refrain from using your cell phone or doing anything that might distract you as we load and unload our children.

**ALWAYS YIELD TO BUSES**

Sincerely,

Doug Payne  
Principal