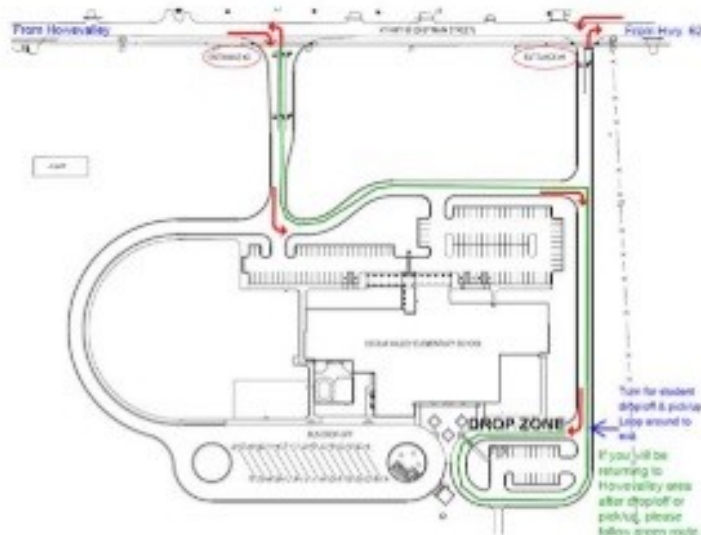


## DROP-OFF PROCEDURES

Student drop off will occur in the rear of the school (please see diagram below). When dropping off your child in the morning, please follow the indicated path to the designated pick/up & drop zone. Once in this area, please have your student quickly exit the car. In order to unload several students at one time, please pull all the way forward into the drop zone until the zone is full before letting your child exit. While the student may have to walk a few more steps to the door, it enables us to unload more students at one time, making it more efficient for everyone. Please avoid getting out of your car if at all possible. We will have staff on duty starting at 7:15 am to assist your student if needed.



Previously, parents have been allowed to walk their child to class due to the layout of the old campus. Since we now have a new campus, beginning Jan 4, parents will not be permitted to walk their child to class. This is simply another security measure in order to keep everyone safe. If you need to assist your child in dropping off a project or materials, please park in the front lot and enter through the main office and the office staff can assist you in signing in or getting the materials to class.

## PICK-UP PROCEDURES

Student pick up will occur in the same area in which students are dropped off in the morning. Luckily, our new parking lot allows parents to pick up students without leaving the comfort of their car. For students that are regular pick ups, we will be issuing numbered hang tags that you will place on the rear view mirror of your car during pick up time. Students will have a corresponding backpack tag with the same number. As your car approaches the drop zone, the staff on duty will radio your number to the cafeteria and staff will see your student to the drop zone for pick up.

If a relative or friend is picking up your child from school and does not have the hang tag, that is no problem. We will have everyone who is permitted to pick up the student listed on the backpack tag. That person simply needs to let the staff on duty know who they are there for and be prepared to show their ID at pick up time.

If your student typically rides the bus and needs to be picked up, write a note to the school and they will write a parent pick up not for that day. When you arrive to the pickup line, tell the person on duty who you are there to pick up and they will retrieve the student.

**Again, we ask for your patience as we start this new procedure and work out the kinks, For the safety of our students, please never pass a car in the drop off or pick up zones**

**Thank you!**

