

# MORNING STUDENT DROP-OFF PROCEDURE

September 2022

The procedure for student drop-off from 8:30 a.m. - 8:50 a.m.. is intended to reduce congestion and provide security inside and outside the building. An organized and supervised approach to morning student drop-off will ensure the transfer of responsibility from school to parent without incident.

The following information describes student drop-off procedures. Parent and student cooperation are sincerely appreciated.

- The student drop-off area is at the main entrance to the big parking lot..
- The area near the main entrance will be designated for “drive through” drop-off. Parents should remain in the car and students should exit the car on the right-hand (passenger) side next to the sidewalk. Once the student is inside the building the parent pulls off in their vehicle.
- All morning car riders (Pre-K through Grade 5) should use the main entrance.
- **NO** child is to cross the driveway without an adult to escort them.
- **Students cannot be dropped off at school prior to 8:30 a.m. because there is no adult supervision.**
- Students are tardy after 9:00 a.m. If students arrive after 9:00 a.m. they **must be accompanied by an adult** to the main door so they may be signed in on the computer and given a tardy note to enter class.
- All car riders should enter and exit the campus through the entrance closest to Arrington’s.
- An adult must accompany students who live across the street at LakewoodApartments to the main entrance for drop-off.
- At no time during the day should car traffic be at the front of the school (bus parking lot). All car traffic should remain in the large parking lot.
- Only buses will be allowed in the paved area in front of the building.
- **In the interest of student safety, parents can drop students at the entrance; however, walking the hallways is not permitted. Staff is here to ensure students arrive safely in their classrooms.**

**PARENTS ARE ASKED TO REMAIN IN THE CAR  
WHEN DROPPING STUDENTS OFF IN THE  
MORNING BEFORE 9:00 AM.**

# Morning Drop-Off Car Lines

