



Overview:

More details attached

1. **You must have your family number in the car that is picking up your child.** You will not receive your child if that number is not located in your car. If you arrive without a number, you will need to park, go into the office to check your child out.
 - a. You will receive these numbers in your open house packet or from the school office. If you did not get that number, you will need to come to get those at the school.
 - b. Grades K-6 pick-up is located by the small gym doors. **YOU WILL NOT EXIT YOUR CAR!** The line will begin with the first car directly in front of the small gym doors. (see map)
 - c. The parking lot across from the small gym will be for parents that need to pull up to buckle the child. **WE MUST KEEP THE LINE MOVING.** If your child is running behind, you will then pull forward to wait.
 - d. Children may only enter the car from the passenger's side.
2. Older students may pick up siblings either from the car line or outside the small gym. All siblings **MUST** have a pick up number with them.
3. HS Students will exit out the HS doors when they leave and either get their car to leave at the big gym, or meet their parents in the big gym parking lot.
4. **IF** you are in the BIG gym parking lot, you must exit on the east side by the softball fields.

MORNING PARENT DROP-OFF

If you are dropping your child off in the morning, please take note of the procedures:

1. You will be dropping the students off at the office doors. The line will come into the school parking lot. PLEASE BE READY TO DROP AND GO! We will have staff outside helping your students out of the car. Parents should NOT get out of their car.
2. You may NOT drop your students off at school **before 7:55am**.
3. Parents may **not** drop students off at the bus doors where those bus students come into the building. There are too many risks with the school buses attempting to pull up and drop off students.
4. If your child is ill and needs to go home, they **must be picked up in a timely manner**.

MORNING BUS PROCEDURES

1. Students will enter the building by the library

AFTERNOON PARENT PICK-UP PROCEDURES & PM BUS RIDERS

1. You are only permitted to ride the bus you are assigned. If you have a permanent change, you may call the office to fill out the paperwork. We need this change no less than 48 school hours in advance. You can have one bus route in the AM and one route in the PM.
2. If you are changing your child's PM from pick up to their regular bus route, you must send a note with them in the morning. If you forget a note, **you must call the school and make that change before 1:00 pm**. We will not take last minute calls unless it is an emergency.
3. If students must leave school early, they must be picked up **by 2:30, and no later. This is to ensure a safe departure of all students to their designated locations**.
4. **Parents will stay in the car for student pick-up.** All elementary students must exit out of the small gym doors to be picked up, unless they are being picked up before 2:30 p.m.
 - a. **ALL CARS PICKING UP ELEMENTARY STUDENTS MUST HAVE THEIR NUMBER VISIBLE. YOU WILL NOT BE ABLE TO PICK YOUR CHILD WITHOUT THAT NUMBER.** At the start of the school year we recommend you place one in each vehicle, or give to grandparents, along with a friend that may possibly be picking up your student. The student will not be given to anyone without their number in that car. If no number is in your car, your child will need to wait in the office until the car line runs completely through. You may then come to the office to get them. You will get a total of 4 car numbers to use. You may NOT make a copy. If you need to get more, you will need to purchase them from the office.
 - b. Students will only be able to enter the vehicle on the passenger side of the car.
 - c. The cars waiting in the pick-up line will NOT go through the main parking lot, but will flow back around the bus garage. You may NOT park in the main parking lot and pick students up there.
 - d. If your child needs assistance buckling up you **MUST** pull across the road to the open parking lot after the child has entered the vehicle.

- e. If for whatever reason, one or all of your kids aren't in the gym and ready to get into your car, you will have to pull completely forward and wait for them. **If you are waiting for a secondary student, you will need to pull around to the big gym in order to allow traffic to flow.**
5. If you have a HS student that drives your younger student to and from school, that HS student driver will have to exit the school out of the HS doors, get their car from the big gym parking lot, and get in the same line as the parents. Or they may wait outside the small gym with their siblings pick up number and walk up to the high school parking lot. Elementary students will only exit the school through the small gym doors to leave.
- a. Grades 7th-12th are considered HS students and can just leave the building upon the ringing of the last hour bell. This may be for them to ride the bus, drive themselves, or be picked up by a parent. It is between the parent and older students where and how they will be picked up, but the upper grades may not enter the small gym to leave.
 - b. **STUDENT DRIVERS WILL ONLY EXIT THE BIG GYM PARKING LOT FROM THE EAST SIDE (BY THE SOFTBALL FIELDS).**