

Before & After School/Parking Lot Procedures

Drop Off Procedures/Rules:

1. All parents and students must follow the directions of the School Staff directing traffic.
2. Drop Off time is between 8:00 am and 8:15 am at the back of the building. Drive to the back of parking lot following the paw prints.
3. Students are not allowed out of cars until they reach the “drop off” area. Students who get out of the car before they arrive at the drop off area will be referred to administration under the referral code “Unsafe Actions”.
4. Students will be allowed to enter the building after 8:00 am. Please do not drop off students considering safety and weather conditions.
5. All Students must be in the building by 8:15 am. This gives students time to get to their lockers and report to class on time.
6. Students who arrive on campus or would have entered the building after 8:15 should report to the front desk to get a late pass to report to class.

Dismissal:

1. All high school car riders report to the gym lobby, unless you are riding with a middle school student.
2. Any and all students that carpool with a middle school student, report to the cafeteria and take a seat. Listen for your number to be called.
3. All club students MUST wait in the cafeteria for the club sponsor to come and get your club.
 - * If you miss your club sponsor for any reason, you will be sent outside to wait for pick up.
 - * You can not stay in the building without adult supervision.
 - * During clubs only one student with a pass may leave the classroom at a time.
4. At 3:20 pm, regardless of weather conditions, all students waiting for pick up will be sent outside of the building. (County Rule)
 - * Once you leave the building, there will be no re-entry for any reason.

Parking Lot:

Parents, students and staff must obey protocols in regards to pick up and traffic flow.

1. High school traffic will enter through the far left gate.
2. Students can not walk off campus with or without an adult until after 3:10 pm.
3. Middle school traffic will enter through the far right gate.
4. Cars must be completely in the pick up zone before students can load the vehicle.
5. Everyone shares the same exit gate, teachers and staff included.