

Drop-Off/Pick-Up Procedures

- **Drop Off/Pick Up General Guidelines:**
 - No student may be dropped off at school before 7:30 am. Any student dropped off before 7:40 am must report to the lunchroom until dismissed.
 - DO NOT use the “Staff/Student” Gate for entry and exiting campus.
 - DO NOT drop off/pick up students in the furthest left lane in our primary drop off/pick up area in front of the Administration Building.
 - DO NOT stop inside the “Main Gate” or park your vehicle on the road inside the Main Gate.
 - K4-K5 students must be dropped off/picked up in front of the K building.
 - Drive slowly on campus, stay off your phone, and watch for students and staff.
 - Be patient.
- **Morning Drop Off:**
 - Student Drop Off Locations for grades **K4-4th**
 - Due to class location changes, if you are dropping children that are only in these grades, you will need to enter through “Gate 4” and exit through “Gate 5” for morning drop off. *This is in front of our K & E Buildings, which house K4-4th grades.*
 - Student Drop-Off Locations for grades **5th-12th.**
 - If you drop children off only in these grades, enter through the “Main Gate” and exit through “Gate 3” for drop off.
 - Please note that if your older student has younger siblings (1st-4th ONLY), they may get dropped off at the older student locations should you choose to do so.
 - After 8:00 am, Grades 6-12 students will need to sign in at the front desk.
 - After 8:15 am, a parent must sign in students in grades K4-5th at the front desk.
- **Afternoon Pick-Up:**
 - Dismissal/Pick-Up for **Grades 6-12**
 - Dismissal will begin at 2:50 for 6-12th grade students not utilizing the *Academic Help Period*. Students in *Academic Help* will be released at 3:20, and parents waiting must park in the grass or regular parking area.
 - Parents can line up in the two inside lanes OR the grass area behind visitor parking.
 - Exit through “Gate 3.”
 - If you are also waiting on a younger sibling in 3rd-5th grade, you can either 1) wait until the elementary car line starts to line up or 2) pick up your MS/HS student, exit like normal, and then join the elementary car line to pick up the younger sibling(s).
 - Dismissal/Pick-Up for **K4-2nd Grade**
 - Starting at 2:50, students in K4-2nd grade will begin picking up in front of the K & E Buildings. Gates 4 and 5 will be opened at approximately 2:30 so parents can begin lining up.

- If you have a 1st or 2nd grader and older siblings in grades 3rd-5th, the younger siblings will go to the older siblings so you can pick them up at the same time in 3rd-5th pick-up. *However, please note that all K4-K5 students must be picked up in front of the K building.*
 - If you have students to pick up Grades K4-2nd and also MS/HS siblings, you will pick up your younger children, exit the gate, and then join the MS/HS carline.
 - If you have a student in K4-K5 and students in Grades 3-5th, you will pick up your K4/K5 student first, then exit the gate and join the elementary car line.
- Dismissal/Pick-Up for **Grades 3-5th**
 - Students in Grades 3rd-5th, along with siblings in 1st-2nd grade, if any, will begin coming outside approximately 3:05-3:08.
 - If you are picking up students in the elementary car line, DO NOT begin lining up until you are “waved in” by a staff member. The “wave” will be obvious, usually a green flag. The process to line up for elementary carline will typically be between 3:00-3:05.
 - If you are picking up students in the 3rd-5th carline and you desire to be inside the main gate before lining up begins, you must wait in the grass and DO NOT block the gate or stop your vehicle on the road inside the gate. If you are early, it is *strongly recommended* that you wait in the parking lot at the athletic complex until 3:05, and you can come through the main gate and line up in the elementary care line immediately.
 - We use all three lanes once the line-up process for Grade 3-5th pick-up begins. At this point, you will follow the direction of the staff member at the front of the car line.
 - We know the desire to be first and early is important for many people, but please understand we do our best to get all our students on and off campus as safely and efficiently as possible. It is approximately ten minutes once the first elementary student gets in the car until the last one leaves.
 - At 3:20, any student remaining in Grades K4-5th will be sent to Kid’s Club, and your student may be picked up in front of the E Building.