Car Riders:

Each school day during morning drop-off, using Entrance A and Entrance B, car rider students should be dropped off to enter the cafeteria doors, (Door #1&2), from 8:05 A.M. until 8:35 A.M. All cars should stay on the right side of the entrance in the mornings. Students that are brought to school after 8:35 A.M., must be signed in by a parent/guardian at the front office. Car rider students may not be dropped off on the street, in the back of the school, or at the main entrance leading to the front office. Students should not be dropped off before 8:05 A.M. as staff will not be available to supervise before this time.

Each afternoon, car rider students must be picked up from the car rider lane at Entrance B. Through these entrances, there will be one lane of traffic for student pick. Lane B will be at Entrance B on the East side of the campus at Wellington Street. The school assigned car rider tags must be clearly visible by hanging them from the rear view mirror of a vehicle. Parents/guardians should remain in their cars and follow the directions of the staff members on duty as they proceed through the car rider lanes. Students may not be removed from the car rider lane by anyone who walks up to the line. Anyone who attempts to remove a student from this line will be directed to show proper identification to sign the student out properly in the front office. The identification will be verified before any student can be released. Any parents/guardians without the school assigned car rider tag will be asked to park, come into the front office to display proper identification, sign the student out, and get a replacement car rider tag. Students who are car riders, but are being released to a parent/guardian from the front office, will be released once all cars have been loaded and have driven away. At 4:10 P.M., parents will have to sign their student out in the front office. The car riders that are still on campus at this time will be moved to the front office for pick up.

Following the procedures that have been put in place for our car riders helps ensure the safety of our students. The line may appear to be long, but it moves quickly in a safe, orderly manner. Please support us in adhering to the car rider line policy each and every morning/afternoon.

General Education Buses:

Each morning, the General Education Bus will enter the campus through Entrance A. Morning bus riders will be dropped off at the cafeteria door entrance (Door #2) of the school. Designated personnel will meet these students to escort them safely off the buses and into the school cafeteria.

At dismissal, buses will be lined up numerically by slot. Students will be dismissed from their classrooms. Personnel in charge will escort the students to their assigned bus. Personnel will not leave the buses until the students are seated safely on the bus. Parents/guardians will not be allowed to take any students out of the bus line or off the bus. Our campus is accountable for students at all times and this will ensure the safety of our students.

Walkers/Bike Riders:

Each morning, the walkers and bike riders must walk at all times onto the campus. They will be allowed to enter the building at 8:10 A.M. through the cafeteria doors, (Door #2). Bike riders must place their \
bikes in the designated area. They are responsible for making sure that their bikes are under proper lock and key to avoid risks of theft.

Each afternoon, these students will be walked off the campus by personnel to the designated areas for parent pick up or traveling home on their own. For the safety of our students, parent/guardian are required to wait for their students at the designated pick up areas so that they can be escorted off campus in a safe, orderly manner. **Students will not be allowed to leave the walker/bike rider lines to meet their parent/guardians until they are in the designated pick up areas.**

**Daycare:**

Each morning, daycare vehicles will enter the campus through **Entrance A.** Students may be dropped off beginning at 8:10 A.M. until 8:35 A.M. School personnel will be on duty to ensure that students are escorted safely into the building. **Daycare providers that arrive after 8:45 A.M., must come into the front office to sign those students in for the day.** It is imperative that students are arriving no later than 8:45A.M. Parents/guardians please support us by encouraging your daycare providers to be on time.

Each afternoon, daycare vehicles will enter the campus through **Entrance A.** Students will be escorted to their designated daycare vehicles by school personnel. Dismissal begins at 3:40P.M. and daycare providers should arrive no later than 4:10P.M. to pick up students. Parents/guardians please support us by encouraging your daycare providers to be on time. **Parents/guardians will not be allowed to take any students out of the daycare line or off daycare modes of transportation. Our campus is accountable for students at all times and this will ensure the safety of our students.**

**Special Services Buses:**

Each morning, special services buses will enter the campus through **Entrance A.** Students should arrive between 8:10 A.M. and 8:35 A.M. School personnel will be on duty to ensure that students are escorted safely into the building.

Each afternoon, Special Services Buses will enter the campus through **Entrance A.** Buses will should be lined up according the designated safety cone postings. This is where students will be escorted to their assigned buses by school personnel. Dismissal begins at 3:40PM.