



Parent Pick Up/ Drop Off for 2025-26 School Year

Please review these procedures and communicate your daily plan with your student(s) to alleviate any confusion at the end of the school day.

Buses will drop off and pick up students in the North Lot off of Sheridan. **This parking lot may be used by buses and staff ONLY.** For the safety of our students, the North Lot is closed to all parents and visitors. At the end of the school day, students who ride the bus will exit the building through their hallway corridor doors on the east or west end and be escorted to the North Lot by staff to board buses.

The **South Lot** at the front entrance is parent pick up/drop off for **4th and 5th grade students**. The lot has been striped to reflect a pick up lane along the sidewalk and parking spaces for building visitors on the opposite side facing the road. We ask that the pick up lane on the right side is used and that cars **pull all the way forward** to allow more cars to fit and the process to go smoothly. There is signage that shows the zone for dropping off and picking up. Stopping at the beginning or middle will back up the cars on Marquette. **Please do not park in visitor parking and walk up or send students across in this area as there will not be a crossing guard present.** Also there is only 1 pick up lane. The other lane is for driving through only. *It is strongly recommended that students enter and exit the vehicle from the passenger side to ensure student safety.*

The **West Lot** is the Parent Pick Up/Drop Off for **2nd and 3rd grade students**. For parents and guardians who wish to park and walk across to pick up their student, a crossing guard will be present. Please model safe crossing by using the crosswalk and following the directions provided by the crossing guards. In this lot, the lane along the sidewalk is for parent pick up and drop off. The other lane to the left is for driving through only. *It is strongly recommended that students enter and exit the vehicle from the passenger side to ensure student safety.*

Please pull all the way forward as space becomes available, and when leaving, follow the loop of the parking lot all the way around to exit onto Marquette.

If you have students in multiple grades (for example 2nd and 5th), we recommend using the West Lot.

Beginning of the School Day Procedures:

When being dropped off, all students will enter the building through Door 2 and go directly to their classrooms. Please do not drop off students prior to 8:00AM as there will not be supervision for students and they are not permitted on the playground before school. Students who are riding buses will enter through their grade level hallways. At 8:00AM, the first bell will ring and staff will open the doors to the grade level corridors and Door 2. Students will enter the building, and proceed to their

classroom. At 8:05, a reminder bell will ring and at 8:10 the tardy bell will ring. **Students should be inside their classroom when school begins at 8:10AM to avoid being marked tardy.** Door 2 is closed at 8:10 AM and any student arriving after that time will need to be signed in at the front office window. Students may not arrive early, as there is no supervision available before 8:00AM.

End of the School Day Procedures:

School ends at 3:00PM on regular release days, at 1:50PM on early release days, and at 11:20 on half days. Please ensure that your student knows the plan for the end of the day **before** they arrive at school in the morning (riding the bus, parent pick up, child care). In the event of an emergency change during the school day, you must contact the office by 2:15PM (12:45PM on early release days) so we can ensure that all students receive their messages.

Please ensure that students are picked up promptly from school each day at 3:00PM (1:50PM on early release days and 11:20 on half days). The office staff is not responsible to provide child care before or after school. After school child care is available through Orchard View Community Education for families who are interested in before or after school care.

The following procedures from our school handbook will be enforced when students are picked up late from school:

1st Offense: Parent will receive a warning

2nd Offense: Parent will be required to come in for a meeting

3rd Offense: The authorities will be contacted

Middle school and high school students picking up younger students are not allowed on school property until the dismissal bell rings at 3:00PM unless they are accompanied by a parent or guardian.

Parking Lot Conduct:

Staff will be in the lots at drop off and pick up daily. If these procedures are not being followed, we will respectfully address it with you. We ask that you respond respectfully and follow the directions our staff provide. We are simply trying to ensure that this busy time of the school day is safe and as efficient as possible.

Inappropriate language and threats will not be tolerated on school property.

Smoking and vaping are not allowed on school property at any time.

We are looking forward to a wonderful school year and are confident that if everyone follows these procedures, students can arrive and depart from school safely and frustrations with parent pick up and drop off will be reduced.