

Parking Lot: Drop Off / Pick Up Instructions

- **Dropping off in the morning**

- Do not stop on top of the crosswalk.
- Have everything signed and put in backpacks *before* you get to the school. Unloading should take less than a minute. If you require more time, park in the front parking lot.
- Let your children out of the car **directly onto the sidewalk**. *In the morning*, the inside lanes should be reserved for those who have dropped off their students and are on the way out.
- Between 7:30 and 7:50, students are expected to walk on the sidewalk around the building to the playground.
- At 7:50 the line up bell signals the students to line up and go to class. When the bell rings, the northeast and northwest doors will open and students can go directly to class so they don't waste time walking around the building. At 7:55, these doors will automatically lock and students will have to enter through the office. If they are late, they will be sent to the office for a tardy slip. On the 4th tardy, they will be given an early morning detention.
- Remember: Students are late if they are not in their seat at 8:00.
- Joel Lovstedt will be outside at 7:30 a.m. to greet the students and act as crossing guard.

- **Picking up in the afternoon**

- Do not stop on top of the crosswalk.
- The bell rings at 2:45. Because of foot traffic in the halls, it can take up to 5 minutes for some classes to get outside.
- Since everyone comes at about the same time, we will have to load students into cars in the second lane as well as the first so we all need to be extra careful. Once your children are in the car, you can move to the next open left lane to get out instead of waiting for the car in front.
- The oldest student in the carpool is responsible for collecting everyone. For example, 3rd graders should not be looking for their 8th grade older siblings.
- If you have a larger carpool, you may want to have your group meet on the other side of the crosswalk so that they can be loaded up sooner.
- By 3:00, most students have been picked up, so the upper grades will start walking toward the building.

Inclement (bad) weather – When the weather is such that children should not be playing outside (wet or excessively windy and cold), westside doors will be unlocked so that children can go into the building. 1st-3rd grade go into the gym to wait for school to start, 4th and 5th go into the cafeteria, and 6th-8th wait in the Commons area upstairs. When the bell rings at 7:50 they line up and go to their classes.