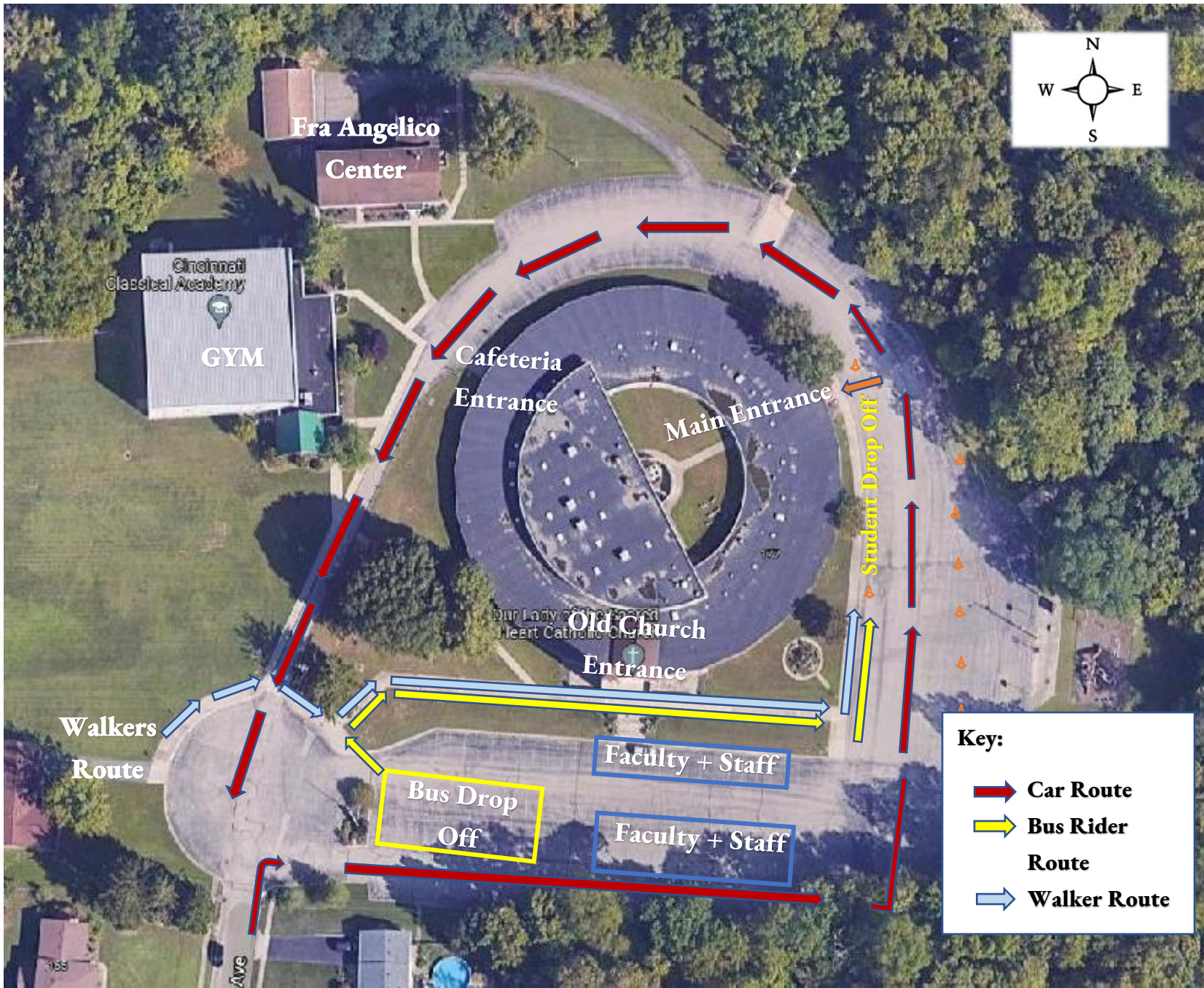


## CLASSICAL PARENT DROP OFF MAP (ARRIVAL)



## **CLASSICAL Drop Off Procedures:**

### **Car riders**

- Students who are car riders are to be dropped off by the main entrance (with the blue awning). Walkers and bus riders use the sidewalk to enter the school building through the main entrance.
- In order to not back up traffic, multiple cars will be able to drop off at one time. The drop off zone will be marked by cones.
- Early-bird arrival begins at 7:30 a.m. Students will enter through the main entrance and walk down to the cafeteria.
- Students remain under supervision in the cafeteria until 8:00 a.m. when they are dismissed to their homerooms.
- Students dropped off after 8:00 a.m. will proceed directly to their classroom.
- A warning bell will sound at 8:10 a.m. We ask that you have your children dropped off by that time. The morning bell rings at 8:15 a.m. and signifies the official start time for the school day. Students arriving after 8:15 a.m. will need to report to the main office for a tardy slip before heading to their classroom.

### **Walkers**

- Students who are walking to school must use the sidewalk in the roundabout and then follow the sidewalk path to the main entrance of the school.
- There will be a teacher on traffic duty to help students with crossing.

### **Bus Riders**

- Students exit the bus from the bus drop off and walk down the sidewalk to the main entrance of the school. They will be assisted by a teacher on traffic duty.

### **Cross Country Runners**

- After leaving the gym they will walk along the sidewalk to the main entrance of the building.

### **Tardiness**

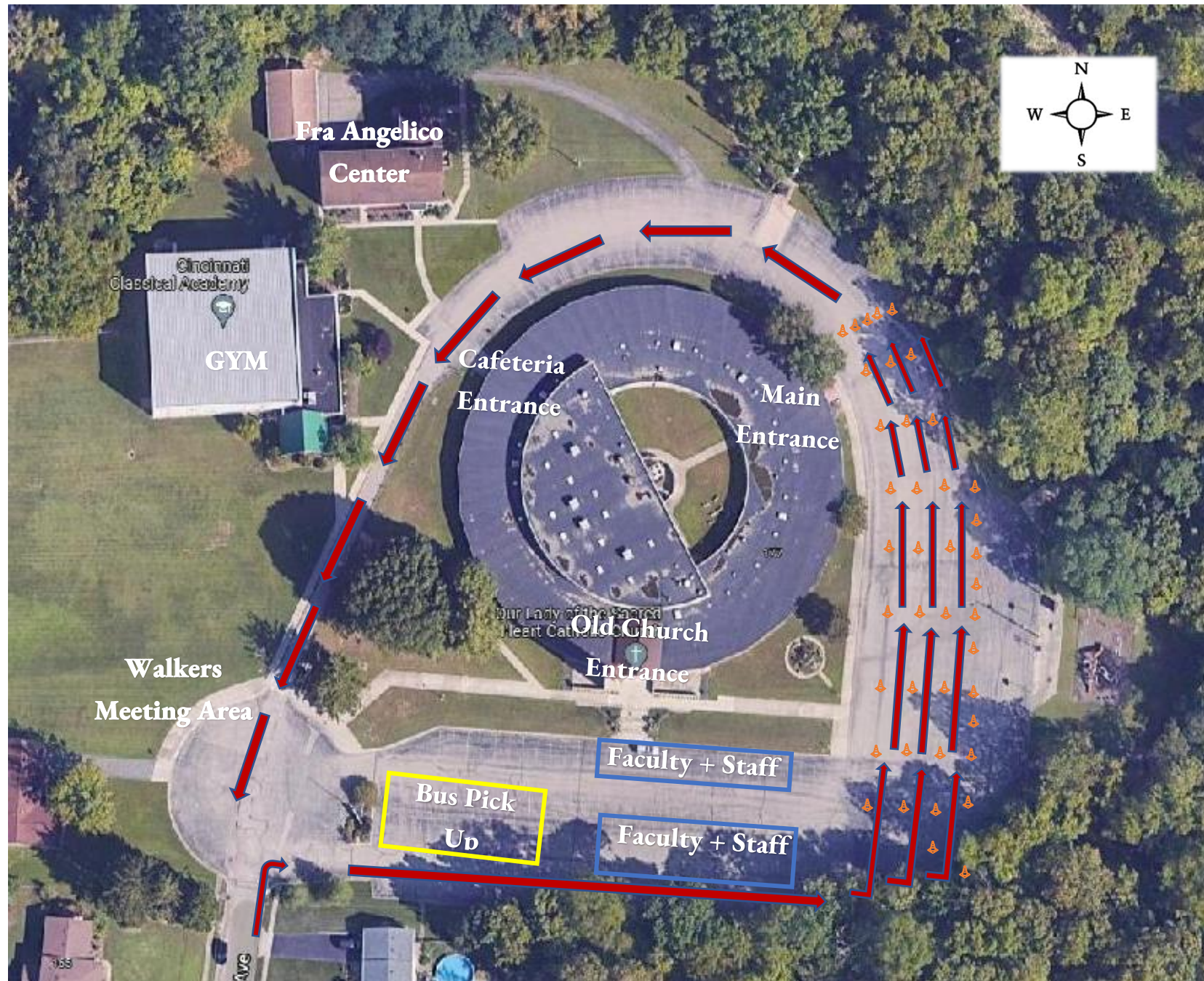
- Students are tardy if they are not in their classroom at 8:15 a.m. Having your student dropped off by 8:10 will give them ample time to get to their homeroom.
- If a bus is late students will not be marked tardy.
- Please call the main office for any traffic issues that arise.

### **Office Visits**

- During the drop off time between 7:45-8:20 a.m., we are not admitting parents into the building. Parents who have scheduled appointments to meet teachers before school should arrive in the building before 7:45 a.m.
- Meeting with teacher or administration should be coordinated in advance.



## CLASSICAL PARENT PICK UP PROCEDURE (DISMISSAL)



## **CLASSICAL PARENT PICK UP PROCEDURE**

Student dismissal begins at 3:15 p.m.

### **Walkers**

- At 3:15 walkers are dismissed out of the Cafeteria Entrance.
- Walkers will be led by a teacher up to the roundabout. Parents can meet students there unless students are walking straight home.

### **Bus Riders**

- Bus riders are dismissed right after walkers.
- Students will exit out of the cafeteria entrance and escorted by a teacher to their bus in the parking lot.
- Please note that currently the Mason bus is not scheduled to arrive till 3:25 p.m.
- In the event that a bus arrives after 3:15, riders on that bus will be held in the school building until the bus arrives.

### **Car Riders**

- We will begin dismissal of car riders next, at approximately 3:20
- Students are dismissed by family in order of their arrival on campus as assessed by the DashPass app and our faculty on traffic duty.
- The car line procedure is detailed below.

### **Students Participating in Clubs – beginning the week of Sept. 12.**

- At 3:20, Taekwondo students will be escorted to the gym by a teacher.
- At 3:25, students participating in other clubs will be dismissed to the auditorium, where they will be met by their faculty moderator.
- Pick up time from after-school clubs will be 4:45 p.m. The location of pick-up will be communicated to parents by the club moderator.

### **After Care Program**

- At 3:30, students enrolled in After Care are dismissed to the cafeteria, where they will check in with Mrs. Cormier and Mrs. Ormond.
- Pick up from After Care will be at the Cafeteria Entrance.

### **Car Line Procedure**

- At “Meet the Teacher Day” (August 26), you will be given a dashboard card displaying the student’s last name on it. Please place the family placard on the driver side dashboard. If you are not able to make “Meet the Teacher Day” we will give you your placard when you arrive on campus for your first pick-up.
- You will receive an invitation from DashPass to download the DashPass app on your phone. You will then register with DashPass, which is the app we use for assisting with our dismissal process.
- Upon entering the school parking lot from Siebenthaler take a right from the circle before the flagpole and drive around the building, following the cones. Please make sure that you have the DashPass app open on your phone; that will notify the school that you have arrived on campus. (Please note

that DashPass does not use tracking software. It simply uses Geo-fencing.) We will have faculty traffic sentinels assisting you with this process. If you do not have a smart phone – or you haven't downloaded the app – the faculty traffic sentinel will need to radio in your arrival.

- Once around the curve, please pull into one of the three demarcated car lines. The three lanes start at the south part of the parking lot and end by the schools main entrance. We will have cones placed where the first cars into the lane will stop and begin the line.
- When we dismiss students in groups, it is done in block sections consisting of all three lanes. For example, a block section might be the first eight cars in rows 1, 2 and 3.
- When the first section of families are safely in their cars, each line will be dismissed one at a time around the school building. We will continue this process until all car riders have left the car line.
- After 3:35 the remaining students in classrooms will be dismissed to the main entrance hallway to await arrival of their ride.
- After 3:45 parents will receive a phone call asking about the status of pick up.

### **Arriving for Car Line**

- Please do not arrive earlier than 2:45.

### **Running Late**

- For car riders, please call the front office and let them know your estimated time of arrival.

### **Carpooling**

- Please notify the office if your child is being picked up by anyone other than a member of your family.

### **Transportation Change**

- At "Meet the Teacher Day" please let your child's homeroom teacher know the normal mode of pickup – walker, bus rider, car rider, or After Care.
- If you are not able to come to "Meet the Teacher Day," please send the information via email to your child's homeroom teacher.
- To notify us of a change, please contact the front office at (513) 554-0285. At the end of the school day, we will make the announcement over the PA.
- For students who have a different transportation on different days, please let your teacher know. For example: Car rider on Monday, Wednesday, and Friday; Taekwondo on Tuesday and Thursday.
- You do not need to notify us of a transportation change if your student will be attending an after-school club. Each teacher will have a roster of clubs that students are participating in. Please note you will need to notify the office if your child will not be attending club and will be picked up.
- You will need to notify the office if your student will be riding home with a friend. For bus riders, please note that school districts will not bus students who are not on their bus rosters. Therefore, students may not ride a bus home with a friend.
- If a student is to be picked up by anyone other than a parent or legal guardian, parents must inform the front office at (513) 554-0285 before 3:00 PM. If we have not received notice, we will hold the child until a parent or legal guardian can be reached for confirmation.