



# **CLASSICAL Summit Park Drop-Off Procedures**

## Car Riders

- Upon entering the campus, immediately turn RIGHT and follow the driveway, keeping to the left, lining up along the sidewalk and the building
- Drivers must follow the one-way flow procedure outlined on the map
- Students who are car riders are to be dropped off only on the sidewalk outlined on the map
- Drivers will drop off their student(s) and exit; students must enter the building through the main entrance
- Early bird arrival begins at 7:15 AM; students will enter through the main entrance and walk down to the cafeteria
  - Students remain under supervision in the cafeteria until 7:30 AM when they are dismissed to their homeroom
- Students dropped off after 7:30 AM will proceed directly to their homeroom
- A warning bell will sound at 7:40 AM indicating that students have 5 minutes to get to their homeroom
  - The morning bell rings at 7:45 AM and signifies the official start time to the school day
  - Students arriving after 7:45 AM will report directly to the main office for a tardy slip before heading to their classroom

## Walkers

- Students who are walking to school must always use the sidewalks and crosswalks
- There will be staff members at the sidewalk and each crosswalk during drop-off

## Bus Riders

- Students will exit the bus from the bus drop-off location and walk on the sidewalk to the main entrance of the school

## Tardiness

- Students are tardy if they are not in their homeroom at 7:45 AM
  - Having your student arrive by 7:35 AM will give them ample time to get to their homeroom
  - If a bus is late, students will not be marked tardy

## **CLASSICAL Summit Park Pick-Up Procedures**

*Please refrain from getting in the pick-up line prior to 2:45 PM*

Student dismissal begins at 3:15 PM

### Car Line Procedure

- Upon entering the campus, immediately turn RIGHT
- Follow the driveway, keeping to the left, lining up along the sidewalk
  - Drivers must follow the one-way flow procedure outlined on the map
  - Please stay in a single line, there are not multiple lines like at the lower school
- Starting at 2:45 PM, a staff member will start walking from the front of the line collecting your pick-up number
  - You can either display your pick-up number or give it verbally to the staff member
    - Students' homeroom teacher will give out your pick-up number
  - The staff member will be collecting the first 70 vehicles for Phase 1 & 2 release outlined below
  - If you plan on transporting another family, please have their pick-up number and give this to the staff member
- Students will exit the building through the main entrance and be picked up along the sidewalk
  - There will be three phases for the car line in which students will be released:
    - Phase 1 – First 35 vehicles in line (this group of students will be released first)
    - Phase 2 – Second 35 vehicles in line (this group of students will be released after Phase 1 has departed)
    - Phase 3 – All other students will be released (after Phase 2 has departed)
  - Students will be able to walk the sidewalk looking for their ride
- As students find their ride and enter the vehicle safely, drivers are to pull out of the line and exit
- As cars pull out of the line, the cars behind them are to pull forward to keep the line moving

### Running Late

- If your student(s) is running late, please do not remain in the pick-up line. Please pull into a parking lot space and wait for your student(s)

- This will allow for vehicles to keep moving forward and keep the line moving

#### Walkers

- At 3:15 PM walkers will be dismissed and exit out the main entrance
- Students will proceed to the northern crosswalk that will take them to the Reed Hartman sidewalk
- Different than at the lower school, student attendance will not be taken for walkers

#### Bus Riders

- At 3:15 PM walkers will be dismissed and exit out the main entrance
- Different than at the lower school, student attendance will not be taken for the buses
  - Students will need to be responsible for making sure they get on their district bus in a timely manner for departure
    - If a student misses their district bus, parents will be called

#### After Care

- At 3:15 PM After Care will be dismissed and exit out the main entrance
- The bus to transport After Care to Siebenthaler will be located in the bus lot in front of the main entrance
- Different than at the lower school, student attendance will not be taken for the After Care
  - Students will need to be responsible for making sure they get on their After Care bus in a timely manner for departure
    - If a student misses the After Care bus, parents will be called

#### Transportation Change

- To notify us of a transportation change, call the main office at 513-554-0285 by 1:30 PM
- By the end of the school day, we will notify students of any changes to their transportation
- For bus riders, please note that the 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, please give the staff member your pick-up number as well as their pick-up number

#### Extracurricular Events

- Pick-up vehicles for all extracurriculars will follow the car line but will not stay in the line
  - Pick-up vehicles will go around the stopped cars and park in a parking space
- Students will be notified at the end of the day who have extracurricular event transportation
  - Those students will take the crosswalk at the beginning of the pick-up line to the parking lot
- Extracurricular event students will be released during Phase 1

### Final Notes

\*For both drop-off and pick-up procedures, please call the main office at (513) 554-0285 for any traffic issues that arise

\*\*Please see first page for drop-off and pick-up map

## **Afternoon Dismissal - Alternative Routing**

For the afternoon pick-up, if you plan on turning left onto Reed Hartman Hwy off Carver, we are encouraging you to turn right from Anderson Way onto Carver due to limited space in the left turn lane going onto Reed Hartman Hwy.

We have partnered with Blue Ash PD as well as the Engineers Office to ensure optimal traffic signal light timing and flow of traffic options.

By turning right onto Carver, you can get to Reed Hartman Hwy, Summit Park, Plainfield Rd, Cooper Rd, Glendale Milford Rd, Malsbary Rd, and Kenwood Rd.

