

## **CLASSICAL Siebenthaler Campus 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 not to 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 AM Students will enter through the main entrance and walk down to the cafeteria.
- Students remain under supervision in the cafeteria until 7:45 AM. when they are dismissed to their homerooms.
- Students dropped off after 7:45 AM will proceed directly to their classroom.
- A warning bell will sound at 7:55 AM We ask that you have your children dropped off by that time. The morning bell rings at 8:00 AM and signifies the official start time for the school day. Students arriving after 8:00 AM 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.

### **Tardiness**

- Students are tardy if they are not in their classroom at 8:00 AM Having your student dropped off by 7:55 AM 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 7:30-8:00 AM, we are not admitting parents into the building. Parents who have scheduled appointments to meet teachers before school should arrive in the building before 7:30 AM
- Meeting with teacher or administration should be coordinated in advance.

## **CLASSICAL Siebenthaler Campus Pick-Up Procedures:**

Student dismissal begins at 3:00 PM

### **Walkers**

- At 3:00 PM 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.
- In the instance that a bus arrives after 3:00 PM, riders on that bus will be held in the school building until the bus arrives.

### **Car Riders**

- We will begin dismissal for car riders next.
- Students are dismissed by family in order of their arrival on campus as assessed by faculty on traffic duty.
- The car line procedure is below.

### **Students Participating in Clubs and Athletics**

- At 3:20 PM, students participating in clubs or athletics will be met by their faculty moderator or coach.
- Pick up time from after-school clubs will be 4:30 PM The location of pick-up will be communicated to parents by the club moderator.
- Pick up time for athletics will be communicated by team coach.

### **After Care Program**

- At 3:05 PM, students enrolled in After Care are dismissed to the cafeteria, where they will check in with our partners, MPower.
- Pick up from After Care will be at the cafeteria entrance.

### **Car Line Procedure**

- At “Meet the Teacher Day” (August 22), you will be given a placard 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.
- Upon entering the school parking lot from Siebenthaler take a right and drive around the building, following the cones in lines of 3. Please make sure that you have the placard on

the dash or in the window; that will allow the faculty member to record your name. We will have faculty traffic sentinels assisting you with this process.

- If you are carpooling with another CLASSICAL family:
  - Fill in the “Car Line Pick Up Form” in FinalForms accordingly, listing any carpool families with whom they will be riding.
  - Please place all carpool family name placards on the dash or in the window.
- 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 school’s 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 would be the first 8 cars in row 1, 2 and 3.
- When the first section of families are safely in their car, each line will be dismissed one at a time around the school building. We continue this process until all car riders have left the car line.
- After 3:30 PM Parents will receive a phone call on status of pick up.

#### Arriving for Car Line

- Please do not arrive earlier than 2:45 PM.

#### Running Late

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

#### Transportation Change

- To notify us of a transportation change, call the main office before 1:30 PM at (513) 554-0285. At the end of the school day, we will notify homeroom teachers of the change and make the announcement over the PA.
- You will need to notify the office if your student will be riding home with a friend. 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, or someone that is not listed in the Car Line Form in FinalForms, parents must inform the front office at (513) 554-0285 before 1:30 pm. If we have not received notice, we will hold the child until a parent or legal guardian can be reached for confirmation.