



CLASSICAL Siebenthaler Drop-Off Procedures

Car Riders

- Students who are car riders are to be dropped off by the main blue awning entrance. 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* and *Quiet Reading and Study* arrival begins at 7:30 a.m. Students will enter through the main entrance and walk down to the cafeteria for Early Bird or proceed to the Sojourner Truth Auditorium for Quiet Reading and Study.
- Students remain under supervision in these locations until 7:45 a.m. when they are dismissed to their homerooms.
- Students dropping off after 7:45 a.m. will proceed directly to their classroom.
- A warning bell will sound at 7:55 a.m. We ask that you have your children dropped off by that time. The morning bell rings at 8:00 a.m., signifying the official start of the school day. Students arriving after 8:00 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.

Tardiness

- Students are tardy if they are not in their classroom at 8:00 a.m. Having your student dropped off by 7:55 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 7:25–8:00 a.m., we are not admitting parents into the building.
- Meetings with the teacher or administration should be coordinated in advance.

CLASSICAL Siebenthaler *Pick-Up* Procedures

Student dismissal begins at 3:00 p.m.

Walkers

- At 3:00 p.m., walkers are dismissed from the Bell Tower or Auditorium 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 the Bell Tower or Auditorium entrance and be escorted by a teacher to their bus in the parking lot.
- In the instance that a bus arrives after 3:00 p.m., 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 p.m., 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 p.m. The pick-up location will be communicated to parents by the club moderator.
- Pick-up time for athletics will be communicated by the team coach.



After Care Program

- At 3:05 p.m., 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, you will be given a placard with your last name and a number that will need to be displayed during pick-up.
- Please place the family placard on the driver's side dashboard. If you are unable 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 three. Please make sure the placard is on the dashboard or in the window so the faculty member can record your number.
- 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 Final Forms, 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 at the school's main entrance. We will place cones where the first cars entering the lane will stop to form 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 11 cars in row one, two and three.
- When the first section of families is 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 p.m., parents will receive a phone call on the status of pick up.

Arriving for Car Line

- Please do not arrive earlier than 2:45 p.m..

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 p.m. 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 who is not listed in the car line form in Final Forms, parents must inform the front office at (513) 554-0285 before 1:30 p.m.. If we have not received notice, we will hold the child until we can reach a parent or legal guardian to confirm.

