



CLASSICAL Summit Park Drop-Off Procedures

Car Riders (One Lane Only for Drop-Off)

- 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.
- Drivers can move to the right lane once they drop their students off and go around cars that are stopped. **Please keep in mind that other cars will be using the right lane.
- 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 gym entrance.
- Early bird arrival begins at 7:15 AM; students will enter through the gym entrance and walk 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/Bike Riders

- Students who are walking to school must always use the sidewalks and crosswalks.
- Students riding a bike can park their bike in the bike rack located in the parking lot and use the crosswalk in front of the gym to enter the building.

Bus Riders

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



Student Drivers

- Students who are driving will enter the campus, immediately turn RIGHT and follow the driveway, keeping to the right, moving past the carline.
- Students will then park in the designated area outlined on the map.

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

Blue Ash PD has asked that cars line up on Carver Rd. and not Reed Hartman Hwy.

Please refrain from getting in the pick-up line prior to 2:45 PM (if you get in line before that, you will not be able to go past the cones placed at the north crosswalk, which will be moved at 2:45 PM)

Student dismissal begins at 3:15 PM

Car Line Procedure (Two Lanes for Pick-Up)

- 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.
- 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 140 vehicles for Phases 1 through 4 as outlined below.



- If you plan on transporting another family, please have their pick-up number and give it to the staff member.
- Students will exit the building through the gym 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 – Third 35 vehicles in line (this group of students will be released after Phase 2 has departed)
 - Phase 4 – All other students will be released (after Phase 3 has departed)
 - Students will be able to walk the sidewalk looking for their ride.
- As students find their ride, they will be released from the sidewalk by a whistle.
- Once a group of cars is loaded, those cars will be released, and the next group will pull up.

Running Late

- If your student(s) are running late, please do not remain in the pick-up line. A staff member will have you 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/Bikers

- At 3:15 PM, walkers and bikers will be dismissed and exit through the gym entrance.
- Students will proceed to the northern crosswalk that will take them to the Reed Hartman sidewalk. All walkers are required to use this crosswalk.
- Different than at the lower school, student attendance will not be taken for walkers.



Bus Riders

- At 3:15 PM, bus riders will be dismissed and exit through the front 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.

Student Drivers

- Students who are driving will be released during Phase 1 and depart immediately from campus.
- Students should not loiter after school. Please depart immediately.

After Care

- At 3:15 PM, After Care will be dismissed and exit out the front 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
- For both drop-off and pick-up procedures, please call the main office at (513) 554-0285 for any traffic issues that arise.



Extracurricular Events

- Due to safety concerns, we will no longer allow extracurricular pick up at the front of the school.
- Please ensure that you get in line early if you need to pick up students for any extracurricular events.



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.

