

Morning Carline Procedure

1. Students must be wearing a mask covering the mouth and nose when they exit the car.
2. Students Temperature will be taken as they enter the building.
3. Students will proceed to their 1st-period classroom.
4. When dropping off students, pull **ALL THE WAY FORWARD** to the end of the sidewalk. The student drop off zone is from the end of the sidewalk by the High School exit doors, back to the main entrance doors.
5. Students should be prepared to exit the car, having already gathered up any necessary materials.
6. *For the safety of your child and others, never let a child enter or exit the car on the driver's side.*
7. In order to allow our carline drop-off to flow, **do not park and exit your car.**

Students should be dropped off ***no sooner than 7:30 am and no later than 7:55 am*** in order to be in the classroom and ready to learn by 8:00 am.

Afternoon dismissal times are staggered this way:

Monday-Thursday:

- 3:00 - Grades K-2**
- 3:15 - Grades 3-6**
- 3:34 - Grades 7-12**

Friday:

- 2:30 - Grades K-2**
- 2:45 - Grades 3-6**
- 3:07 - Grades 7-12**

Afternoon Carline Procedure

1. Dismissal Times Monday through Thursday
 - 3:00 - Grade K-2
 - 3:15 - Grades 3-6
 - 3:34 - Grades 7-12.
2. Dismissal times for Fridays
 - 2:30 - Grades K-2
 - 2:45 - Grades 3-6
 - 3:07 - Grades 7-12
3. The student loading zone is from the end of the sidewalk by the High School doors, back to the main entrance doors.
5. **For the safety of your child and others, never let a child enter or exit the car on the driver's side.**
7. Students in grades K-6 who have not been picked up by ? will be sent to Aftercare.
8. Students in grades 7-12 who have not been picked up by 3:45 will be placed in a supervised classroom until 5:00 at which time they will be placed in the aftercare program.