AM Drop-Off

- Cars are never moving while students are present in car paths
- SL on duty is posted at corner of building to greet students and ensure timely arrival of staff
- Breakfast begins at 7:30am
- Carpool line closes at 7:43am, and students are late at 7:45am

Academy & College Prep
Parent Vehicle Route

Bus Route
**AM Drop-Off Duty**

- Students are fully supervised at all times in hallways and classrooms.
- Students are walking in an orderly fashion in 5 & 1 in hallways.
- Students are engaged in something at all times (either walking, reading while waiting by classrooms, or homeroom procedures).
- Co-teachers are actively monitoring students in hallways and at outdoor duty posts to ensure safety.
PM Pick-up

- All students are supervised at all times, particularly in areas where cars are moving.
- Staff are positioned in hallways to monitor student transitions.
- 1st & 2nd grade classes consolidate in order for teachers to be free to assist Ops staff with Dismissal.
- Teacher walks students all the way to Breezeway.
- Students walk in 5 and 1 in hallways until they reach the car dismissal area.
- Students should walk between cars, not run.
- Students should listen to all directions from adults.
- Dismissal is over at 4:30. Any students remaining at this time, should be transitioned to Main Office.