

Arrival Procedures: Bus and Car

Morning Procedures for All Students - School Hours 8:50 – 3:50

- The front doors will be unlocked from 8:30 a.m. – 4:05 p.m. Gym door (for bus riders only) and Hawk Walk doors (for car riders only) will open at 8:25 a.m. each morning. All other exit doors will stay locked at all times.
- No child should be left unattended outside the building before school.
- For safety reasons, only students and staff will be allowed past the security doors during morning arrival. Fifth grade helpers and staff will accompany any student to class who requires assistance. Any school projects will be left in the front office and our office staff will get them to your child's classroom.
- No student drop-off in front – park and walk child inside.
- All children should use the crosswalk and sidewalks.
- Children arriving by car should walk in front of the vehicle when crossing traffic.
- Buses unload at the gym entrance @ 8:25 am.
- All students are to go directly to the gym. Students eating breakfast will be dismissed to the cafeteria from the gym at 8:25.
- A bell will ring at 8:45 a.m. and a tardy bell will ring at 8:50 a.m.
- No cars are allowed in the bus lane between 8:30 a.m. and 8:45 a.m.

Morning Drop-Off Procedures for Car-Riders

- 8:25 a.m. – 8:50 a.m. Use the Playground Drive behind the school, entering from Old Franklin Road traveling west. Traffic will enter and turn right only into Playground Drive. Left turns that block Old Franklin are a city traffic violation.
- Drive slowly on school property. Speed limits are posted and enforced for student safety.
- Cars should proceed slowly and form one lane as they come around the corner of the building.
- Students will unload on Playground Drive at the Hawk Walk door only.
- Hawk Walk Door will open at 8:25 a.m. All children should remain in the car until the Hawk Walk door is opened.
- Staff will tell children when it is safe to exit the car, and staff will release cars when students are safely across Playground Drive.
- For safety reasons, car riders are only allowed to unload from the cars waiting between the front end of the awning and the back corner of the building. When it is your turn, drive all the way forward to reduce wait time.
- Do not leave your car unattended in the car rider line.
- Buckle up!
- Exit with the crossing guard on Highway 100.
- Playground Drive gates will be locked at 8:45 a.m. Any students arriving after that time must enter through the school's front entrance.
A parent/adult must sign the child in.

- By law, smoking/smoking devices are not allowed on school property including drop-off areas.

Parking Procedures

- Parents wishing to enter the building must park in the front parking lot and enter through the front doors of the school. *During arrival times, this is highly discouraged as it is a safety concern and creates traffic congestion in the parking lot/front office.* Please only use this means in the event of an emergency or meeting with a school representative near the beginning of the school day.
- No cars are allowed in the bus lane between 8:15 a.m. and 8:35 a.m.
- Please do not park in the fire lane at any time. It must remain unobstructed for use by emergency vehicles.