



**Arrival and Dismissal Procedures for 4-12 Campus 2020-2021
(First 9 Weeks)**

Grade	Arrival	Dismissal +
4-6	<ul style="list-style-type: none"> ● Drop-off: 7:30 AM-8:00 AM 4th-6th exit from the right on the Elementary Entrance/Exit. ● School begins: 8:00 AM* 	<ul style="list-style-type: none"> ● Release time: 2:05 PM+ ● 4rd-6th grade students enter the vehicle from the right side on the Elementary Entrance/Exit
7-12	<ul style="list-style-type: none"> ● Drop-off: 7:30 AM-8:00 AM 7th-12th exit from the right on the Middle/High Entrance/Exit. ● School begins: 8:00 AM* 	<ul style="list-style-type: none"> ● Release time: 2:05 PM + ● 7th-12th grade students enter the vehicle from the right side on the Middle/High Entrance/Exit.
	*Students not in their classrooms at designated start times will be marked tardy.	

All students will immediately report to their classrooms during morning arrival.

****All students grades 4-12 with the exceptions of student drivers will be in their classrooms during dismissal and we will dismiss using the PikMyKid app.****

- **Morning Drop-Off:** 7th-12th grade siblings will be dropped off with younger siblings on the east side of the building (7:30-8:00 am) and report to their classrooms.
- **Afternoon Dismissal:** 7th-12th grade siblings will be picked up with younger siblings on the east side of the building. Student drivers with younger siblings will pick up their sibling from their classroom at 2:05 and exit on the west side of the building.
- Upon their arrival, daycares will be called over the intercom. Students will line up 6 feet apart outside of the office and be checked off before taken to their designated van/bus.

OTHER IMPORTANT CAR LINE INFORMATION

- Parents who are entering the building to drop off or pick up their children must sign in at the front office.
- Please remain in your car during arrival and dismissal.
- No smoking.
- We appreciate your attentiveness in the car rider line. Please limit distractions such as cell phone use.
- No passing other cars unless directed by a PCA staff member.