**Car Rider Drop Off and Pick up Procedures**

* Students must be dropped off and picked up in the car rider line located in the parking lot next to the cafeteria, not in the front of the school.
* When dropping students off in the morning please do not park and allow them to walk across traffic. Remain in your vehicle in the line.
* The car rider line is one way only. Do not go out the wrong way.
* Parents are not allowed to enter the building through any door except the main entrance near the office.
* Parents are to remain in their vehicles at all times during drop off and pick up. Do not walk up to the door to pick up.
* If your child is considered a car rider, they must be picked up in the car rider line. Do not pick them up in the front.
* Students are not to be dropped off in the front of the building in the morning. You must get in the car rider line to drop off.
* The car rider entrance door closes at 7:30 am. Once the door is closed, you have to take your student to the front office and get a tardy pass.
* Parents can no longer walk their student to class.
* Our school hours are 7am – 2:15pm. Students are not allowed to enter the building before 7am and must be picked up at 2:15pm.
* The afternoon car rider line ends at 2:45pm. If you arrive after this time, you need to pick up in the front office.
* If you need to come into the office, please park in the front of the building in a designated parking space.
* During pick up, please have your students car rider number displayed in the front window of your vehicle.