

## Carpool Policy:

### Early Start:

Parents may drop off students for the school day beginning at 7:40 am for grades 1-8 for class/club/activity. Students are invited to play on the playground until the 5-minute warning bell rings (7:55 am), at which time the students will line up in the gym or outside, depending on the weather, and wait for the supervising adult to retrieve them. Students are not allowed in the classroom prior to the start of the school day. The school start bell will ring at 8:00 am. Students who are not in the classroom by the tardy bell (8:05 am) are considered tardy and must retrieve a tardy slip from the office prior to entering class.

### Late Start:

Parents may drop off students for the school day beginning at 9:00 am for grades 1-8. Students will be asked to sit in the hallway quietly until invited in by their teacher. Students are not allowed in the classroom prior to the start of their school day. The school start bell will ring at 9:15 am. Students who are not in the classroom by the tardy bell (9:20 am) are considered tardy and must retrieve a tardy slip from the office prior to entering class.

### Kindergarten:

Kindergarteners may arrive 15 minutes prior to their start time. They will be allowed to enter their classroom upon arrival.

### Dismissal:

After school is dismissed parents must pick up their student(s) no later than 20 minutes after a class/club/activity is dismissed, or when the last car in the carpool line finishes picking up students. If a parent knows they will be later than the above times, due to extraordinary circumstances, they must call the office to inform the school no later than 15 minutes after school is dismissed. Students who have not been picked up by these designated times will be required to wait in the office. Parents of unattended students will be contacted. Students need to sit quietly and may talk or read, do homework, etc. Parents who arrive to pick up students after carpool is over must come into the school and sign their student(s) out. These sign out sheets will be forwarded to school administration. If parents fail to pick up their students three times after carpool operational hours they will be contacted by administration for a conference. If the late pickups continue for a total of five times it will be considered a violation of this policy. Families who violate this policy are subject to the school's discipline policy; violation may also include the student being reported to local authorities as an abandoned child/children.