

Arrival and Dismissal Procedures

Bus and car pool drop off begins at 7:20 a.m. Parents are expected to use the drop-off/pick-up area in the front of the school. **DO NOT drop your child off in the front parking lot and expect him/her to cross the street to enter the building. This is a safety hazard and thus very dangerous! Your child will only be allowed to cross the street with a parent/guardian!!**

When students enter the building in the morning, they may go to their class or to the cafeteria for breakfast. They will get their breakfast and walk quietly to their classrooms. Teachers who do not have homerooms will supervise students as they move from the cafeteria to their classrooms.

Students, if you need to leave your classroom for any reason during the school day, you must sign out, take the appropriate pass, and sign back in when you return to class.

In the afternoon, elementary car riders will line up with their grade level and be dismissed to the car loop. They will sit silently in the halls until they are called to meet their vehicle. Bus riders will walk quietly to the bus loop and board buses. Students will be supervised by administrators and teachers as they exit the building. Students will also be supervised in both the car loop and bus loop.

Busbee Carloop/Carline Procedures

- a. Students should be picked up in the car loop.
- b. Parents must remain in their vehicle while they wait for their children.
- c. Students should sit in a straight line against the wall.
- d. Students should have everything packed up and ready to go.
- e. Students should sit with their legs crisscrossed.
- f. Students and adults should not talk.



Corbett Carloop/Carline Procedures

- a. Students should be picked up in the back behind the gym.
- b. Students are expected to remain a safe distance from vehicles.
- c. Students are not permitted to move back and forth as they wait for their ride.
- d. Students are not permitted to go back into the building.
- e. Students should not horseplay.

Please establish and communicate with your child the transportation arrangements each day. If a change in transportation must be made, please send a **written note of permission for the transportation change no later than 2:00 p.m. that day.** For the safety of students, **NO changes will be accepted over the phone.** You may fax the transportation change to (803) 564-1058 or email it to Tracey Johnson at tjohnson@acpsd.net.

