



## NEW Arrival and Dismissal Procedures 2023 - 2024

**Start:** 7:50AM

**Dismissal:** 2:54PM

**Half-Day Dismissal:** 11:05AM

### Drop-Off:

This year, any student who is being dropped off to school via car will be using the east (side) parking lot, **NOT** the north lot (front circle drive). The north lot (front circle drive) is reserved for **buses ONLY** during the morning.

Drop off time is between **7:35AM - 7:45AM**. You may drive and pull up along the sidewalk in the east (side) lot along the gym to quickly allow your student to exit the vehicle and proceed to the front of the school. The Principal, Dean of Students, and Title 1 Director will be assisting. If walking your student to the front or if you need to access the office, please park in the side (east) parking lot instead of pulling up along the sidewalk.

Staff will handle walking students to class to encourage a quicker morning routine.

### Pick-Up:

This year, any student being picked up from school via car will be using the east (side) parking lot, **NOT** the north lot (front circle drive). The north lot (front circle drive) is reserved for **buses ONLY** during the afternoon.

Dismissal begins at **2:54PM** (11:05AM for half-days). Those arriving for pick-up **MUST** park in the east (side) parking lot. Students will be dismissed from the two outer gym doors on the east side of the school.

The southern gym door (towards the back) will be K-1st students. The northern gym door (towards the front) will be 2nd-4th students. Please park your car and be waiting outside of these doors to meet your student as they are dismissed to you. When leaving the parking lot, you need to follow the signs toward the back of the school and loop left towards the football field to exit.

### Buses:

This year, buses will be using the North lot (front circle drive) of the school for drop-off and pick-up. Teachers will be escorting their students to the buses. During the morning and afternoon, the North lot (front circle drive) is **CLOSED** to visitors and parking. Family and guardians may not remove students from the buses!

### North Lot (Front Circle Drive) Hours:

**Closed:** 7:25AM - 8:05AM and 2:45PM - 3:05PM for bus drop-off/pick-up.

---

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, (collectively "Protected Classes") in its programs and activities, including employment opportunities. The District's Compliance Officers shall handle inquiries regarding the Board's nondiscrimination policies and any complaint of discrimination.

Complaints or inquiries should be forwarded to:

1076 N. 37th St. Galesburg, MI 49053