

Alternate Drop-Off Procedure

To ensure the safety and efficiency of alternate drop-off arrangements, please adhere to the following guidelines:

Authorized Parties:

- Ensure that all authorized individuals are informed of the designated drop-off location and drop-off times.
- Alternate arrangements must be communicated in advance to the school.

Sign-In and Sign-Out:

- Signing in and out is mandatory for all students being dropped off through the alternate procedure.
- A sign-in log will be available in the front lobby area for this purpose.

Parent Codes:

- Parent codes should not be shared with alternate pick-up persons. These codes are confidential and for parental use only.

Safety First:

- Always follow the outlined procedures to maintain student safety and accountability.