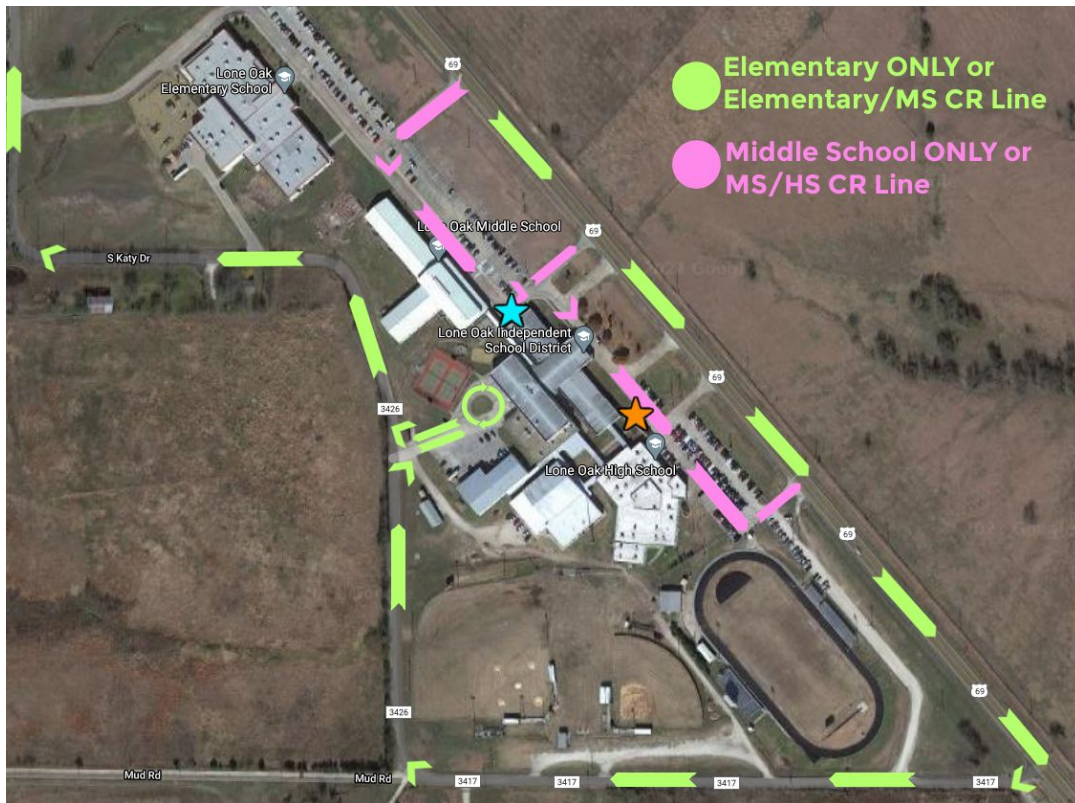


The New Daily Procedures

Morning Drop Off



- Elementary CR or those families who have Elementary and Middle School students will follow the green route.
- Middle School CR or those families who have Middle School and High School students will follow the pink route.
- Buses will drop LOES students at the blue star. Staff will guide 2nd and 3rd grade to the MS campus. They will eat breakfast or go to their holding area (Computer Lab). PK, K, 1, 4, and 5 students will enter the administration building. Staff will guide them to breakfast or to their holding area (gym). Staff will be present along the routes, as well as the leadership team. MS bus riders will be released after the elementary children are let off. HS bus riders will be released at the orange star.
- 7:45, students will be picked up by their teachers and taken to class.
- We will keep our same schedule, except for a few adjustments to lunch.

Middle School

10:50-11:20	2
11:05-11:35	3

The New Daily Procedures

Admin

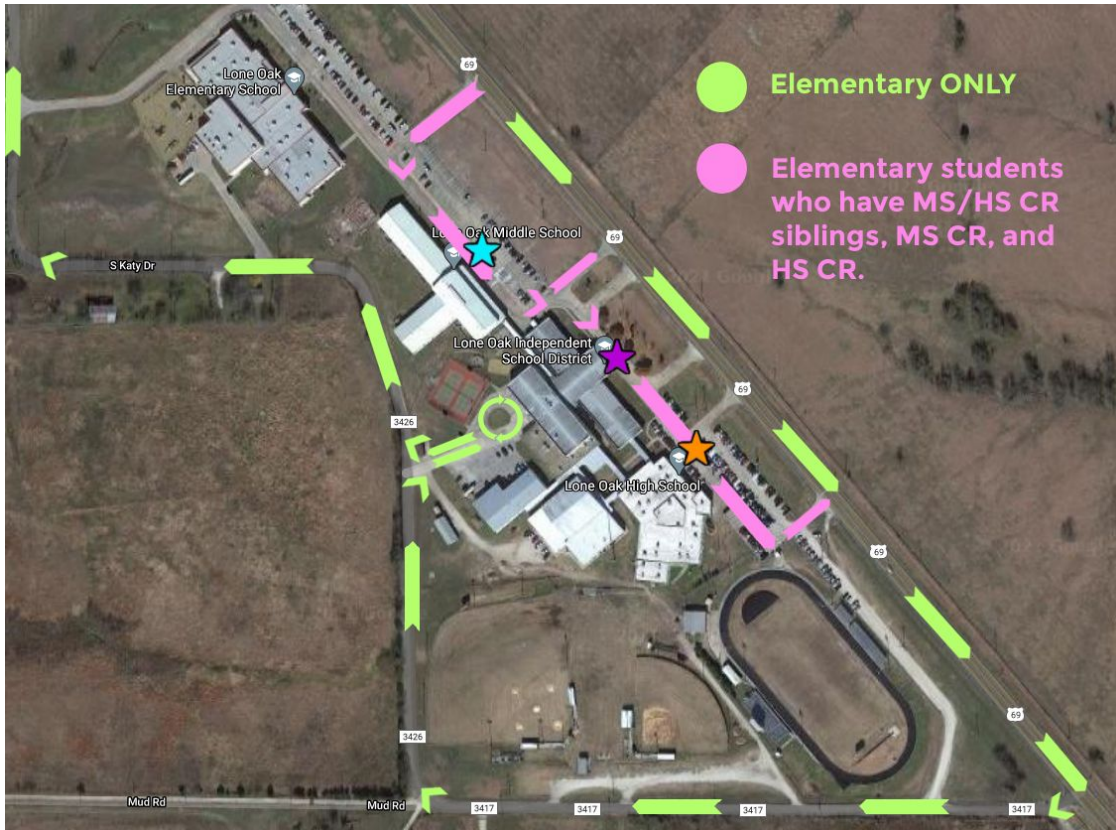
10:30-11:00	PK
10:45-11:15	K
11:00-11:30	1
11:15-11:45	4
11:30-12:00	5

Middle School

10:50-11:20	2
11:05-11:35	3

- PE will take place in the MS gym (in the admin building) at your regularly scheduled time. MS and HS students will be using the outer entrances when the weather is good. However, if it is raining, they will have to pass through the gym.
- All bathrooms are for elementary in the Admin building. Concession bathrooms are for MS/HS.
- Weather permitting, we will go outside for recess. The only space off-limits are the tennis courts. If it is cold/raining/HOT, we will do indoor activities with Go Noodle.
- We will utilize paraprofessionals to walk students to/from MS to the administration building for resource, dyslexia, and intervention.
- At 4:05, we will release CRs.
 - CR students who have MS/HS siblings that are picked up in the afternoon will be left with Mrs. Cruces in the admin foyer.
 - CR students who do not have MS/HS siblings will go to the cafeteria.

The New Daily Procedures



- If you ONLY have elementary car riders (CR), follow the green route, just like in the morning.
- Elementary CR students who have MS/HS siblings, MS CRs, and HS CRs will follow the pink route. This route will not move until after buses move. MS will be picked up, like normal, at the blue star. Elementary CR students who have MS/HS siblings will follow the flow of traffic in the pink route and pick up their children in front of the administration building at the purple star. HS students will be picked up, like normal, at the orange star.
- 2nd and 3rd will walk students out to the buses as soon as the CRs are out of the building. At 4:08, we will line up in order by classroom (from Calk/Hinson to Diamond/Boidy) and load buses before MS is released.

ALL Elementary Parents/Guardians: Please come to the front of the administration building to check your child(ren) out.