

## **Pickup and Dropoff Routines**

### **Mornings:**

Our doors open at 7:15 AM. Upon arrival students will report to the cafeteria for breakfast or to visit quietly until the first bell. Our students being dropped off by car will be greeted and assisted by staff in the back car drop-off lane. Students arriving by bus will be greeted and assisted by staff at the doors. Staff members are posted in the drop-off zones from 7:15-7:45. After 7:45, please park your vehicle in the front lot and personally walk your child into the office for an entry pass.

**Safety Reminder:** Please do not drop off students in the lot or on the curb in front by the main entrance as this area is reserved for buses only.

### **Afternoons:**

Classes end at 3:00 PM. Following the 3:00 bell, students will be dismissed. **Car pick-up** takes place in the back drive only. Please follow the line and remain in your car. All students will exit the building with staff supervision. Students will only be loaded into vehicles displaying the assigned numbered hang tags (see the front office if you do not have one). If you do not have your assigned hang tag in your vehicle, park in the front lot and go to the office to secure a tag. You will then be directed to go to the car rider line.

**Bus riders** will be loaded in the front drive.

### **Changes to the Routines:**

Safety First. We are very strict about transportation changes. We will send your child home exactly as indicated on the transportation form or as indicated by parent requested online update before 2:00 PM the same day. After 2 PM, transportation changes must be deemed an emergency and approved by a campus administrator.

No phone call or handwritten note changes will be accepted

Submit all transportation changes to [lhestransportationchanges@libertyhill.txed.net](mailto:lhestransportationchanges@libertyhill.txed.net)

### **Visitor Routines:**

Having visitors on campus is always a treat. Our students love having guests for breakfast or lunch. For the protection of our students and staff we require, without exception, all visitors to present a valid Driver's license or ID prior to any visit or student contact. District employees may show their badge as ID.

Safety First. All classroom visitors must make arrangements/appointments with classroom teachers or

administrators prior to a visit, no unscheduled visits are allowed.