

Procedure for Picking Up/Dropping Off Students

Appointments – Returning to School

- Upon arrival back to school, the student's transporter will call the main office (419-384-3225) to note their arrival
 - HS students who transport themselves will also call for themselves
- The student will then buzz at the front door by themselves (no parent/transporter)
- The student will check in at the main office and go to class

Appointments – Leaving School

- Upon their arrival to the school, the student's transporter will call the main office (419-384-3225)
- The main office will call down the student to sign out for the appointment
- Once the student has signed out, they can walk out to their vehicle
- Note: high school students who transport themselves can sign themselves out

Student Illness – Leaving school

- If the nurse determines a student is ill and should go home, the nurse will communicate with the family and make arrangements for pick up.
- Once the transporter has arrived at school, they will park at the designated spot on the south end of the building near Door #2 (red parking spaces with sign indicating clinic pickup)
- The transporter will call the school secretary who will inform the nurse you are here (419-384-3225) A direct line to the nurse's clinic is in the process of being established)
- The nurse will supervise the student's exit from Door #2 to their vehicle
- Note: high school students who transport themselves may drive themselves home pending communication with the student's parent/guardian

Dismissal

- We will have extra traffic this year due to more parents transporting their children; PLEASE use caution and patience during pickup/drop off of students.
- K-3 students picked up by parents will be escorted by Mrs. Traxler and Mrs. Vennekotter to the outside door of the courtyard to be picked up.
- Students may have to be walked to vehicles or parents will wait in the courtyard according to social distancing and mask protocols.
- No signature/sign out at this time.