



Drop-Off / Dismissal Procedures and Map

Morning Drop-Off

A. Side Entrance:

- Buses drop off at the side entrance (cafeteria doors) between 6:45am - 7:00am. No car drop-off is permitted on the side until after 7:00am.
- Cars that drop off on the side entrance must stay in the lane closest to the building and students must exit the car on the sidewalk side.
- No parking is permitted in either lane, and parents are not able to walk students to the door if using the side entrance.
- Cars proceed around the back of the school building and exit by the rectory. **ALL CARS MUST EXIT RIGHT, NO LEFT TURN ONTO DUDLEY IS PERMITTED.**
- Teachers are stationed at the cafeteria doors and in the cafeteria to help students and maintain safety and order. Cafeteria doors lock at 7:10am, late arrivals must enter using the front doors.

B. Front Entrance:

- Front Doors open at 6:45am. Students are not permitted in the building before 6:45am.
- Cars pull up in the driveway in front of the school, utilizing BOTH LANES/SIDES.
- Students must exit on the sidewalk side of the car regardless of what lane they are in. Students using the far lane, exit on the sidewalk side, walk down the sidewalk and cross at the crosswalk.
- Cars dropping off in front **MUST EXIT CAMPUS AT THE TRAFFIC LIGHT.** No other exit is permitted.

C. Rectory Entrance:

- Cars arriving at school via Dudley, between Turkeyfoot and Madonna **MUST USE THE RECTORY ENTRANCE** to drop off students.
- Drive single file around the top of the rectory parking lot and drop off students in front of the side entrance to the church.
- Students must exit on the church side of the vehicle, and then proceed to follow the sidewalk to the front of the school.
- Cars proceed toward the baseball fields and exit the driveway to the **RIGHT. NO LEFT TURN ON DUDLEY IS PERMITTED.**

*****For all drop-off locations*****

- Safety is our number one priority! Do not speed, or go around other vehicles in line. Always follow staff member directions and watch for students at the crosswalk.
- Parking in the drop-off line is NOT PERMITTED, if you need to walk your student in, please park in the parking lot and walk them to the front door.
- Always pull forward to the furthest available spot. When the line stops, students should be ready to exit even if they are not right in front of the school doors. Staff will monitor sidewalks and students are safe to walk the sidewalk to the front doors.
- Students in grades K-4 entering the building between 6:45am - 7:00am will go directly to the cafeteria. The teacher will pick up students from the cafeteria at 7:00am. Students in grades K-4 entering after 7:00am should go directly to the classroom.
- Students in grades 5-8 should go directly to their homerooms.
- Drivers are not permitted to park in the circle in front of the church.
- All cars exiting the rectory drive (side entrance and rectory entrance) MUST TURN RIGHT/ NO LEFT TURN TO DUDLEY IS PERMITTED.
- Cars exiting at the traffic light must follow all traffic laws and must watch for walkers crossing Dudley Rd. Please follow all directions given by the Kenton Co. Crossing Guard.
- Students arriving tardy, after 7:10am, must enter via the front doors and sign in with the front office. Doors lock at 7:15 am and tardy students will need to ring the bell in order to enter the building and sign in at the office.
- Walkers and bike riders should enter campus via the traffic light. Bike riders will walk their bikes in front of the school following the sidewalk down the cafeteria to the back bike rack.

Dismissal Procedures:

A. Walkers:

- Students who walk home from school must cross at the crosswalk and walk to the traffic light with the staff member on duty.
- The Crossing Guard will safely facilitate the crossing of Dudley Road.
- Students are permitted to exit campus **AT THE TRAFFIC LIGHT ONLY**.

B. Bike Riders:

- Students will collect their bikes from the bike rack in the back, walk alongside the cafeteria sidewalk following the sidewalk in front of the school, cross at the crosswalk, and then to the traffic light to leave campus.
- While on campus bike riders will WALK their bike to the traffic light, no riding on campus.

C. Bus Riders:

- Bus riders are led to the back hallway by a staff member, and when directed by staff members students exit the school building and walk to the designated bus.
- Buses wait for the “all clear” given by an SPX staff member then proceed around the back of the school and exit using the rectory exit.

D. Car Riders:

- Car riders are walked to the front hallway or PMR’s (location is based on student's last name) and will wait with staff members until their name is called.
- Parents drive in front of the school forming two lines. A double line will wrap around the parking lot if needed, following marked lines. A staff member will collect your student's name. To expedite please place a piece of paper with the student's last name on your dash for the staff member to see.
- Students are called in order of names collected, working one side of the line at a time. Inside the line (closest to the building) students will load from the sidewalk side only. Outside line, students will cross at the crosswalk and load from the sidewalk.
- Parents must exit campus using the traffic light.

***** Dismissal Notes*****

- Safety is our number one priority! Do not speed, or go around other vehicles in line. Always follow staff member directions and watch for students at the crosswalk.
- Cars exiting at the traffic light must follow all traffic laws and must watch for walkers crossing Dudley Rd. Please follow all directions given by the Kenton Co. Crossing Guard.
- Car riders that carpool - students will go with the last name of the driver, that name should be given at pick-up.
- Due to capacity limitations on both Kenton Co. Buses and SPX Buses, guest riders are not permitted.
- Parents are required to email the homeroom teacher if their student has a change in transportation, emails should be sent before 11:am to ensure they have time to be viewed by the teacher.
- Parents are required to email the teacher if a student is staying after school. If parental permission has not been provided to the teacher by 11:00am, the student will go home using the transportation given to the teacher at the beginning of the school year.

Drop-Off Map

