

H.E.S ARRIVAL AND DISMISSAL CAR LINE PROCEDURES

- Students should not get out of their car in the morning if the school monitors are not present.
- Students who arrive for school by car may be dropped off between 7:35 and 7:50.
- Our morning traffic monitors transition to their classrooms when the tardy bell rings at 7:50. **Under no circumstances should a parent drop off a student at the car line area after school employees have left the car line area and entered the school building.** Your child is late at this point, and you will need to drive around to the office side of the building, park, and walk your child inside the school.
- There is no adult supervision in the office parking lot, so children are not allowed to be dropped off there. If you have something to bring into the school, you may park in the office parking lot and escort your child into the building safely.
- Buses will begin unloading at 7:32 each morning. Students who wish to eat breakfast at school should report to the school cafeteria immediately upon entering the building. Breakfast is served from 7:33 until 7:45 each morning. Classes begin at 7:50 each morning. Students who are not in class by 7:50 must be checked in by a parent at the office for a pass to class. Students must be in their homeroom by 7:50 in order to be considered on time.
- Students who ride a bus that is late for school will not be counted as being tardy. Students who leave by car are dismissed at 2:52 from the west side of the building. If you are late to pick up your children, you will need to go to the office and sign them out.
- Buses normally load around 3:02 and depart for Hayden Primary shortly thereafter.
- All parents who are delivering or picking up students should enter our campus from the road that runs through the ballpark and beside the primary school. From Hwy 160, turn onto Bent Tree Drive (by the west end of the HPS playground and Vera Vaughn Park) and proceed through the ballpark. When on Bent Tree Drive, do not pass Hayden Primary traffic using the left side of the road. This is a two-way public road, and you may be fined for driving the wrong way on a two-way street. Once you are off of Bent Tree and on school property, all lanes then become one-way and you may merge to the left side.
- There will be 3 lanes of traffic as you round the curve at our playground. The left lane is for cars with elementary school students (3rd & 4th) only. The **middle lane is for cars with elementary and primary school students.** You will drop off elementary students first and then turn right at the bottom drive to proceed to the primary school. (**Please do not use the middle lane if you do not have a primary-aged student. Cars in the far left lane will have an opportunity to merge to the right and turn right on Hwy 160.**) The right lane is for primary school students only. Elementary students may not enter or exit cars that are in the far right lane. This lane merges toward Hayden Primary before reaching our unloading area.
- Always place your car in park when students are loading or unloading vehicles. If at all possible, students should load and unload on the side of the car that is closest to the school.
- All students will load or unload their car when the traffic monitors hold up the stop signs. When all cars are loaded or unloaded, and all students are clear of traffic, the traffic monitor will signal for cars to move by lowering the stop signs. Do not take your car out of park until the traffic monitor lowers the stop sign and signals for cars to move.
- The speed limit on a school campus is 5 mph. If you are driving too fast in our loading area, you should expect to be called out. Student safety is our only priority at the car line. Do not allow your cell phone to be a distraction in the loading area. It only takes a moment to make a mistake that could severely injure a child who mistakenly enters the road.
- Practice patience. This process will take a little more time during the first few weeks of school. Do not do anything that could jeopardize the safety of a child!
- Always pay attention to what is going on around you. Do not park in the bus parking area in front of the school for pick up or drop off.

