

CCSD Departure Procedures
2020 - 2021

Any Student Not Riding Bus

In an attempt to limit the number of cars entering our parking area, please use the Cincinnatus Fire House to pick up students that can independently walk.

Grade 7 - 12 students that walk or get a ride home should use Exit # 25 or Exit # 24

Grade UPK - 6 students that get picked up will follow these protocols:

1. The parent should send a note each morning with their child so we have all students listed that are being picked up
2. The students will be in the Cafeteria at 2:55
3. During this revised process, parents will be able to stay in their vehicle.
 - a. We will have a staff member outside with a list of students that are being picked up (with our students that are picked up daily, we will create a sign with their names on them).
 - i. When parents drive into the parking lot, they will let the staff member on the sidewalk know which student(s) they are picking up.
 - ii. Staff will use radio to call for the students to meet them at the Auditorium Exit.
 - iii. The car will continue out back to Auditorium Exit.
 - iv. Students will get in the car from the sidewalk
4. The intent is to reduce parking concerns, limit the need to use reverse, and speed up the dismissal process in that area of the complex.
5. Please use caution when driving in our parking lot at all times.

Any Student Riding Bus

We will be loading in a staggered format to reduce the number of students in the hallway during dismissal.

- Grade UPK - 4 students will load buses prior to middle school and high school students.
- Students in grades 5 - 12 will be called over the PA when their bus is ready for loading.