Dear LMK Families:

As part of our commitment to a safe school environment, we ask that you review the drop off and dismissal procedures below. These procedures help to support the health and safety of our students, staff, and families. Please remember to **drive slowly** when on the school campus and on the streets that surround LMK. Our staff are present to provide support for students during drop off and dismissal.

Drop off and Dismissal Times	**Morning Lineup Locations**	
Earliest Drop off: 7:15 **Morning Drop off: 7:15-7:45** **School Begins: 7:55** **Dismissal: 2:40** **Late Buses:** **4:00, 4:45, 5:45**	**Grade**	**Indoor location**
	6	Cafeterias A/B, LGIR
	7	Gym A
	8	Auditorium

Arrival Procedures:

Students arriving by car:

- Student drop off is between 7:15 and 7:45. Please do not drop off students prior to 7:15.
- Parents/guardians bringing students by car must enter the Nelson Avenue parking lot at the entrance closest to Union Avenue. Upon entering, bear left to the two designated lanes for student drop off. To ensure student safety, parents should never enter the bussing/faculty parking.
- Each designated drop-off lane has a designated sidewalk; students must exit vehicles on to the sidewalk from the **passenger side only**.
- Students proceed along the sidewalks to a controlled crosswalk at the end of the parking lot nearest Matthew Street. Staff are stationed throughout to manage the crosswalk and direct traffic.
- Students will proceed to their designated morning lineup locations until the school day begins.

Students arriving by bus:

- Busses will drop off students on the sidewalk adjacent to the building.
- Students will proceed to their designated morning lineup locations.

Students walking to school:

- Students will proceed to their designated morning lineup locations when they enter the campus.

Dismissal Procedures:

- Dismissal for students will begin at 2:40.
- Students will exit to the main parking lot.
- All bus students will line up at their numbered spots along the sidewalk prior to boarding the bus.
- Parents picking up students by car will park along the sidewalk in the two lanes opposite the busses where students will meet them.
- Parents **may not** pick up students in the back parking lot or circular driveway near the LMK auditorium.

Sincerely,

Scott Fried

Principal