



# Student Arrival/Dismissal Directions

## Morning Drop-Off

- ❖ School day begins at 8:00 AM and ends at 3:00 PM
- ❖ Students must follow the school day schedule, unless emergency protocols are determined by Cincinnati Public Schools.
- ❖ Parents and Guardians should contact the grade-level offices for excused late arrival or early dismissal.
  - Students who have late arrival must enter the building through the main doors of the Blair Circle lobby.
  - Early dismissal students should exit the campus promptly and head to their designation.

**Arrival for Students:** Students are not permitted to enter the building prior to 7:30 AM.

- ❖ **Assigned Entry Doors:** There are 4 entrances that students may use for arrival.
  1. SR. High Gymnasium Entrance / Lot D
  2. JR. High Gymnasium drop-off circle / Blair Circle Doors
  3. Sulsar Steps
- ❖ Students arriving before 7:45 AM should report to the cafeteria for breakfast service or they can report to the Senior High Gym or Library until 7:50AM.

**Car Drop-Off Information:** There are 4 areas where parents may drop off students.

1. Lot A (Blair Circle) – Students enter via the Blair Doors (Blair Avenue)
2. Lot D (Tennis Courts/entrance off of Jonathan Ave.) – Students enter via the Senior High Gym Entrance
3. Lot C (South Field/entrance off Gilbert Avenue) – Students enter via the Blair Doors or Arcade
4. Sulsar Avenue (Front of Building) – Students enter through the Sulsar Doors

☐ **Our goal is to maintain a continuous flow of traffic, so that our students can report to their classes on time. Please help us to achieve this by following these expectations:**

- If you are using the **Blair Circle** or **Junior High Gymnasium Traffic Circle** please make sure that you pull forward as far as you can in the circle prior to stopping and dropping off your student(s).
- If you have entered the circle and all traffic in front of you is stopped, then you may proceed with dropping off your student.
- All traffic entering and exiting must stay in one line; no cars should try and pass other cars that are in the circle.

**Bus Riders:** For students utilizing the METRO.

❖ **Jonathan Avenue Drop-Off**

➤ Students travel up through Lot D and will enter via Senior High Gym entrance.

❖ **Gilbert Avenue Drop-Off**

➤ Students travel up through Lot E and will enter via Blair Circle or Arcade entrance.

During Morning Arrival, **ALL STUDENTS** must use the sidewalks on campus to safely make their way to one of our entry doors.

### **Afternoon Pick-Up**

❖ School day ends at 3:00 PM

❖ METRO Buses will be utilizing bus stops on Jonathan Avenue (east bound bus routes) and Gilbert Avenue (west bound bus routes)

**\*\*Students who are not involved in after school extracurricular activities must be off campus by 3:15 PM.\*\* See more below.**

As we enter the Fall and Winter seasons and the weather changes, please be advised that all students are expected to exit the building at 3:15 PM. If a student is waiting for their transportation after 3:15 PM, they will be doing so outside of the building. We appreciate your cooperation in making sure that students have arranged their transportation to pick them up by 3:15 PM.

### **3:00 PM Dismissal**

Students have until 3:15 PM to report to their scheduled after school activity where a supervising adult is present. The library is open Monday-Thursday until 4:00 (or until 3:30 on Fridays), many teachers hold help nights, and there are many extracurricular club options. Otherwise, all students must exit the building promptly by 3:15 PM.

If a student needs to re-enter the building after 3:15 PM, it must be via the Blair Circle steps/Main Office entrance only.

Students who are awaiting rides after 3:15 PM must do so outside of the building. We do not have the ability to provide adequate supervision for these students after 3:15 PM.

- If a student is found to be in the building, unsupervised after 3:15 PM, then there will be disciplinary consequences consistent with the CPS Code of

**Conduct that can include a Friday School or an Alternative Learning Center assignment.**

**We appreciate your cooperation and support with dismissal procedures.**

**Please click on this [LINK](#) for a detailed list of campus safety updates.**

**If your student is eligible for a Metro pass, but does not have one, please fill out an [Inquiry Form](#) on the CPS website. Bus passes are available 1-2 weeks after ordering. Students can use the Metro to be taken to a public space, such as a branch of the Cincinnati library or a Cincinnati Recreation Commission location. Please check with those specific locations for information about their programming and hours. If your student is not eligible for a bus pass, please click [here](#) to see a list of purchasing sites.**