

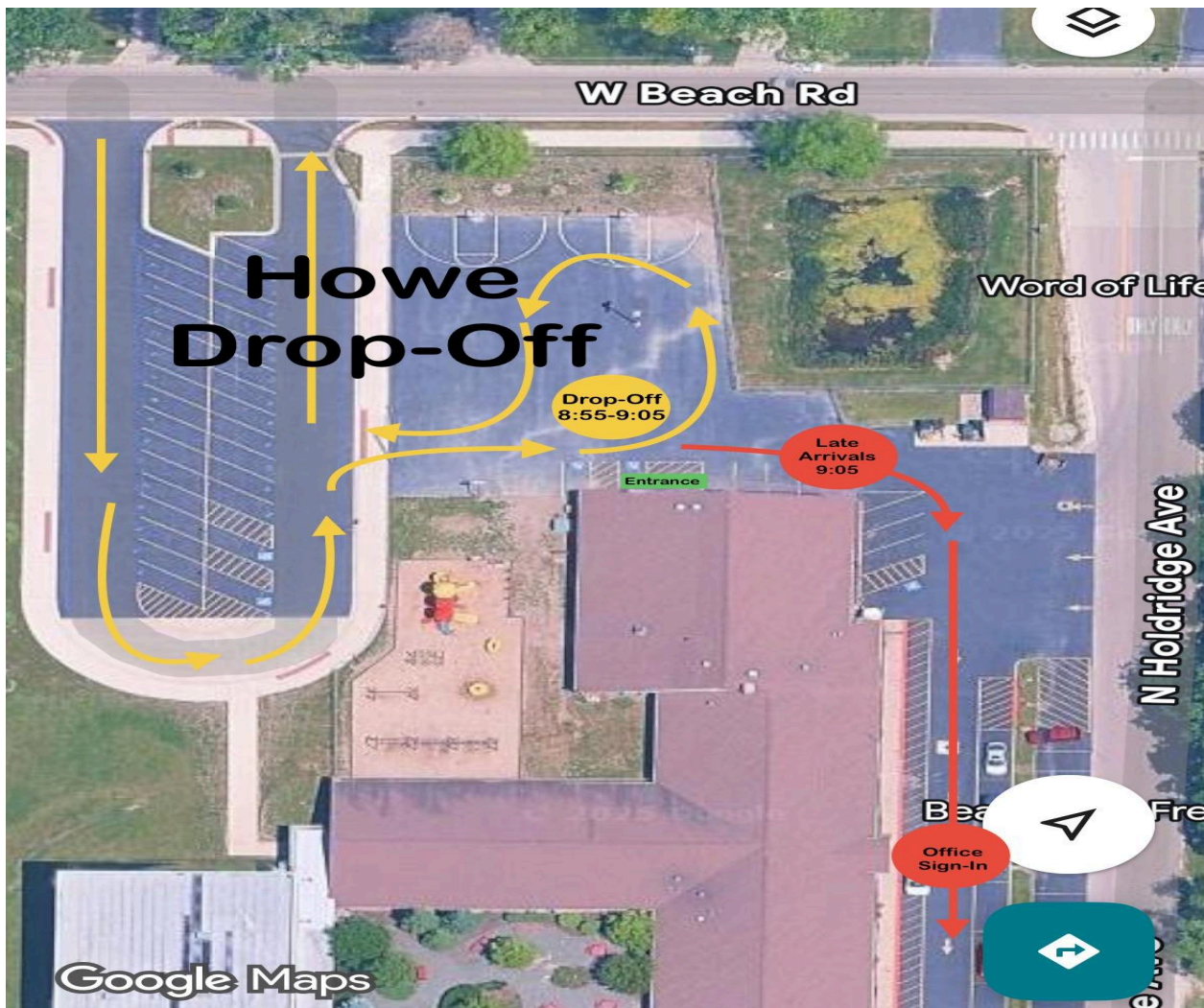
Student Drop-Off and Student Pick-Up Procedures
Howe Elementary
2025-2026

Student Drop-Off and Pick-up will take place in the North Lot, off Beach Road. Parent access to the parking lot is only between the hours of 8:40 AM - 9:05 AM and 3:30 PM - 5:00 PM. This procedure will be in place for Student Drop-Off, Student Pick-Up and After School Activities, unless otherwise communicated.

Drop-Off will be from 8:55 AM - 9:05 AM.

Students will enter through the cafeteria doors and be served breakfast.

- All parents/guardians must remain inside the car to keep the line moving.
- Once your child(ren) is unloaded, please exit the parking lot with caution.
- Late Arrivals (After 9:05 AM) will continue through the blacktop area toward the main entrance of the school to sign your child in at the office. Staff will no longer be present to welcome your child into the cafeteria. Please ensure that all buses have exited the main entrance area before proceeding to the main entrance.



**Student Drop-Off and Student Pick-Up Procedures
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**Bus drop-off will begin at 8:55 am along the front of the building.
Students will enter through the South Entrance.**

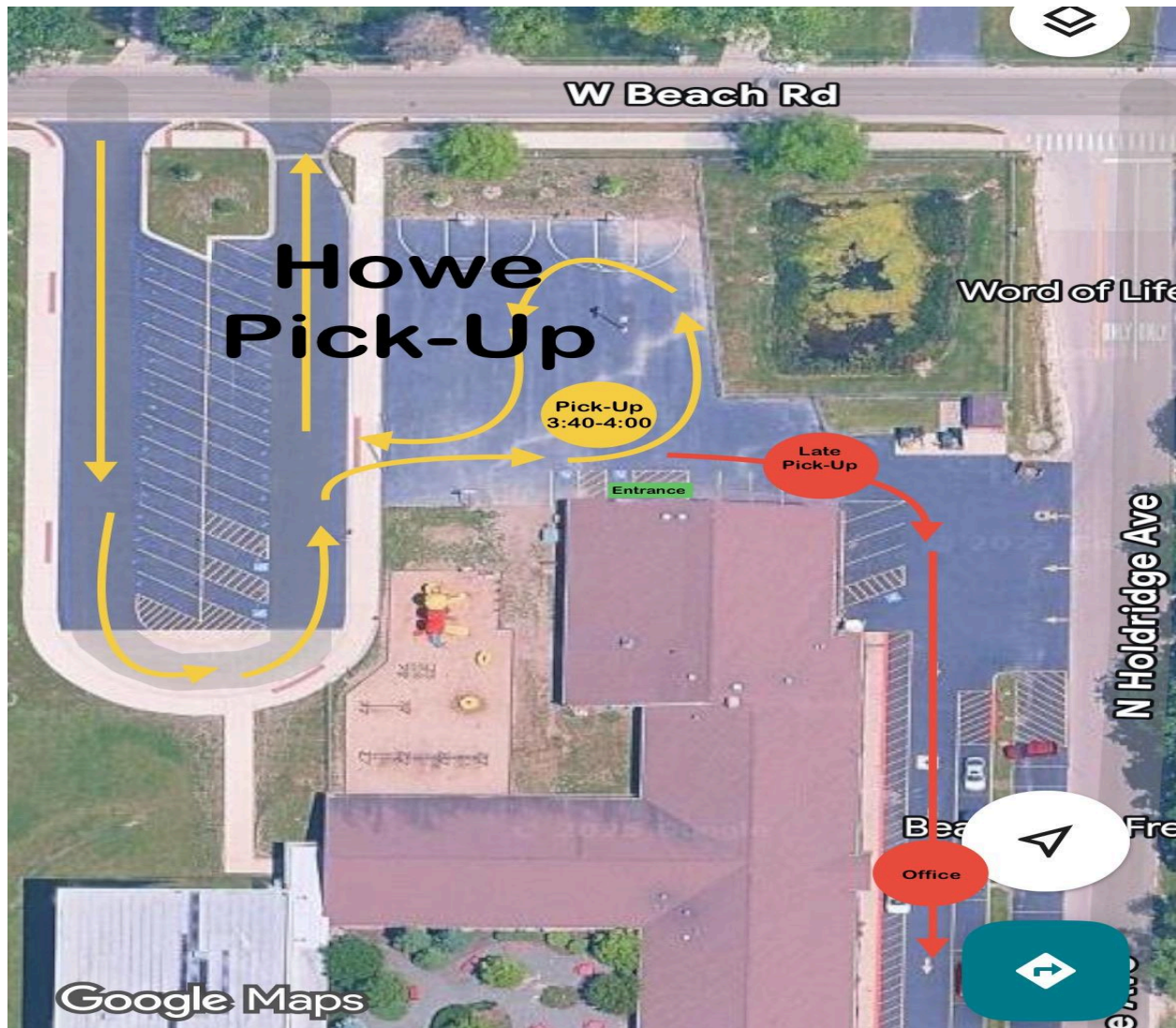


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Pick-Up will be from 3:40 PM - 4:00 PM.

Students will exit the cafeteria doors.

- All parents/guardians must remain inside the car to keep the line moving.
- You will be required to have the DriveLine ID displayed in the front window of your vehicle. (If you do not have your DriveLine ID, you will need to park and walk around to the front office for a temporary ID.)
- Once your child(ren) is loaded, please exit the parking lot with caution.
- If you arrive after 4:00 PM your child will need to be picked up at the main office.
- After school clubs/activities will pick-up at this entrance unless otherwise communicated by staff.



**Student Drop-Off and Student Pick-Up Procedures
Howe Elementary
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For Staff Only:

Students will be dismissed to the Cafeteria for Student Pick-Ups, beginning at 3:40 PM.

- The 2nd bell will ring at 3:40 PM.
- Dismiss your Pick-Ups to the cafeteria when your class is ready for dismissal.
- Staff will supervise students in the hallways, as well as the cafeteria when they arrive.
- Students will walk to the cafeteria and be directed to a table by staff. They will wait to be dismissed through DriveLine.
- Students will exit the cafeteria through the north door.
- Staff will assist students in loading.

Teachers will prepare students for loading buses.

- DriveLine will be loaded and updated with available buses, as they arrive.
- Teams will determine their bus dismissal procedure that works best for them.
- Exit the building behind the group that is in front of you without passing anyone.
- Students will load their bus, in the order they are in the parking lot.

