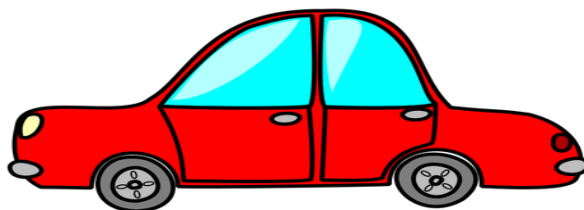




HES Morning Drop-off Procedures

At Highland elementary, your child's safety is our top priority. We have a short list of procedures that we would ask you to follow each morning when dropping your child off at school. By following these procedures, our car-rider line should flow smoothly; and more importantly your child will be safe.

1. Express drop-off starts at 7:00 a.m. in the **back** of the school. Highland staff members will be out back each morning to greet your child.
2. When possible, have your child sitting on the passenger side of the vehicle (front seat or back seat). This allows your child to exit your vehicle without having to cross in front of your car.
3. Make sure your child's backpack is sitting close by and your child is ready to exit the vehicle with all belongings when your car stops. Your child can put his/her backpack on once he/she is on the sidewalk. This helps keep our traffic moving.
4. When you arrive in the unloading zone, please have your child exit the car. Staff will be there to help if needed, but they are encouraged to open their door themselves if they are able to do so.
5. After your child exits your car, please pay close attention to the car that is in front of you. Once your child is on the sidewalk, a Highland staff member is watching your child to make sure he/she makes it safely into the building.
6. Cars should never pass or go around the car in front of them in the car line. This poses a safety risk to our students.
7. If you have a special circumstance or your child requires extra assistance that requires you to walk your child into the building, please park in our front parking lot in a marked spot. Once parked, you can walk with your child to the crosswalk or front door.
8. If you arrive at school after 7:30 a.m., you will need to come inside the front of the building to sign your child in.



Questions or Concerns? Call Highland at (270) 659- 0432. We are here to help!