



Handley Elementary School

408 W. Tenth Street
LaPorte, IN 46350

Phone: (219)362-2561
Fax: (219)362-1428



Pamela Upp, Principal

Natalie Watterson, Asst. Prin.

Sarah Graham, Admin. Asst.

STUDENT DROP-OFF/PICK-UP PROCEDURES

The safety and well-being of your child(ren) are a top priority at Handley School. We are committed to keeping all students, guests, and staff safe. In an effort to improve our processes and to ensure the safety of your child(ren), we have specific drop-off and pick-up procedures.

The pick-up zone for walkers and car riders is in the front circle area only. Students are **NOT** to be picked up from Door #14 (D Street). Our kindergarten students exit this door and are escorted by staff to the circle area for pick-up. When parents, guardians, and/or guests gather at this door, it creates an unsafe environment as staff are unable to monitor the adult who is picking up your child.

Students should be picked up in the front circle area only. K students will enter/exit using Door #14; others will enter using Door #1.

A.M. DROP-OFF PROCEDURES: Students should arrive on school grounds NO EARLIER than 8:35 a.m. Doors open at 8:35 a.m. for a free grab-and-go breakfast that will be eaten in their classroom.

***Walkers:** We are avoiding large group gatherings at the front door. This is for safety and supervision purposes. Therefore, we ask that you say goodbye to your student on the sidewalk as you enter the school grounds. Staff will be on hand to ensure your child gets to the entrance.

***Car riders:** Students should remain in their cars until 8:35 a.m. Staff will arrive at 8:35 a.m. to greet students and assist them in entering the building. Students in spots 1 – 6 should exit. Others should wait and pull forward to be unloaded. This will help keep the line moving without gaps and help speed up the process for all.

***Bus students:** Students will exit the bus and enter the building at 8:35 a.m.

P.M. PICK-UP PROCEDURES: Walkers/car riders will begin dismissing at 3:10 p.m. Bus riders will dismiss at 3:15.

***Walkers:** Students will exit the building with their class. If you are picking up your child, please meet him/her at the edge of the school grounds to avoid gathering and congestion. A staff member will radio the classroom teacher for your child. There is a crossing guard available for those crossing 10th Street.

***Car riders:** Families will be provided a name tag that should be hung on the rearview mirror or placed on the dashboard. The staff will use the safety radios to call for students in spots 1 – 6. Other vehicles will pull forward as spots become available. This will keep the line moving without gaps and help speed up the process for all.

***Bus students:** Students will begin loading the bus when they arrive at approximately 3:15.

Sincerely,

Pamela A. Upp, Principal

LPCSC MISSION STATEMENT: Learn today to excel tomorrow.