

**St. John the Baptist Office of Religious Education
Grades K-12 Arrival & Dismissal Procedures
Marion Local Schools 2021-2022**

Revised September 3, 2021

**For the safety of our students, please read and
carefully adhere to the following arrival and dismissal procedures.**

ARRIVAL

- Classes begin at **7:00pm**.
- Students in grades K-6 will enter the building through the doors by the preschool no earlier than 6:45pm and go straight to the cafeteria. Students will be asked to be seated once they arrive.
- Students in grades 7-12 will enter the building through the doors to the Commons no earlier than 6:45pm and go straight to their classroom.

Grades K-6 Drop Off

- Enter the driveway from SR 716. Drop student(s) off at the door on the south end of the elementary school by the preschool room.
- Exit onto SR 119.

Grades 7-12 Drop Off

- Enter the driveway from SR 716. Please drop students off right at the entrance to the commons.
- After drop off, continue south and turn left on the drive to exit onto SR 716.

High School Drivers (*)

- Enter the driveway to the north of the high school off SR 716. Please keep to the outer (baseball field) side of the parking lot and park in desired space. PLEASE maintain safe and moderate speed at all times.

(*) High school drivers that drop off siblings at the elementary school should follow the outlined drop off procedure for grades 1-6. Once the elementary student is dropped off, they must exit onto SR 119 and then follow instructions for high school drivers.

Catechist Parking

- Catechists in grades K-6 should enter driveway from SR 716 and park in the designated catechist parking lot.
- Catechists in grades 7-12 should enter the driveway to the north of the high school off SR 716 and park in the designated catechist parking lot. Catechists are to enter through the front doors of the high school.

DISMISSAL

- Classes end at 8:00pm. Students will be dismissed & will exit through the main doors of the school.
- All parents/drivers should always stay with their vehicles . If you need to speak with a catechist, please contact them by phone to make an appointment.

Grades K-6 Pick Up

- Enter the driveway from SR 716. Please form one line starting at the very north side of the elementary/middle school.
When daylight out, please stand outside your vehicle so your children/carpool can see you.
When dark out, please turn on your vehicles interior lights so your children/carpool can see you.
The pick up line should start near SR 119. Once you have picked up your child, simply pull to the right from the pick up lane and exit. We ask that you keep the line moving and pull up towards SR 119. Children will stay on the sidewalk until they see you in the pick up lane. No students will be permitted to walk out into the parking lot.
- Exit onto SR 119.

NOTE: We ask that the oldest child in your family or carpool wait inside the school until the rest of your children/carpool get out of class. Once everyone is together, they may come out and find your vehicle.

Grades 7-12 Pick Up

- Enter the driveway to the north of the high school and form a line near the front doors to the school.
- After pick-up, continue south exit onto SR 716.

High School Drivers

- You will exit through the Commons doors. CAREFULLY pull out of your parking space.
- Depart to the south and exit onto SR 716.

High School Drivers Who Pick Up Elementary Students

- You will exit through the Commons doors. CAREFULLY pull out of your parking space.
- Depart to the north towards the elementary and exit onto SR 119.

******PLEASE NOTE******

*Refer to the maps to see route and parking areas

*Speeding will NOT be permitted under any circumstance for the safety of everyone

*Consequences for speeding/reckless driving:

First – Warning

Second – Phone Call to Parents

Third – Parents must drop off & pick up for the following two weeks

Fourth – Not allowed to drive to CCD.

*Everyone is asked to follow the direction of the parking lot monitors.