

Student Drop-off Procedures

Doors will open at 8:00 am every morning. Please do not drop off students any earlier. However, please get your students here early enough to allow them to get to their class and are not tardy. Middle school students (grades 6-9) who are dropped off at 8:00 am will be permitted to go to their 1st period teacher's class. Kindergarten students will also be permitted to go to their teacher's class. Elementary students grades 1-5 will go to the cafeteria side until 8:20 am and will then be released to go to their homeroom class at 8:20 am.

Drop-off (AM)

- School starts at 8:20 am (Monday – Friday) for **ALL** grades K-9

Cars will enter the school parking lot from 2200 west through the north entrance to the parking lot. Both entrance lanes will be accessible and two lanes of cars will move forward. Please do not allow your student(s) to exit the vehicle unless they are in an unloading zone. Make sure that your students are ready to exit your car once within the unloading zone so as to not hold the cars behind you. Cars using the outside lane will exit their students to the right or curbside.

Cars using the inside lane will have their students exit on the left and go to the crosswalk near the flagpole – students will wait until they are crossed by a staff member or volunteer. Please follow the direction of the staff member or volunteers. The entrance lane closest to the neighborhood (on the south entrance/exit) will be blocked off making it an exit only during the morning hours. No students will be permitted to cross the parking lot unless accompanied by an adult. Walking students will use the cross walk located along the south wall of the parking lot.

****Please follow the school employees/volunteers who will be directing you so that we can have a safe and effective student drop-off system****

Student Pick-up Procedures

Pick-up (PM)

- Elementary (K-5) ends at 3:00 pm (Monday – Thursday)
Elementary (K-5) ends at 1:00 pm on Fridays
- Middle School (6-9) ends at 3:10 pm (Monday – Thursday)
Middle School (6-9) ends at 1:10 pm on Fridays

The north parking lot entrance will be blocked off with cones except for day care vans and emergency vehicles who will be allowed to enter as needed. All parents will enter the south side of the parking lot and will enter into one of 10 “stacking” or “queue” lanes. Each stacking lane will accommodate approximately 6-7 cars (65 total) and approximately 18-20 cars in the waiting line. Cars will need to have their carpool tag hanging from the rear-view mirror. Cars will be directed and sent into the waiting line from each stacking lane and will be motioned forward by the school staff/parent volunteer. Carpool numbers will be radioed to the school and students will be dismissed from their classrooms to go to the front entrance of the school.

Please do not allow your student(s) to enter the vehicle unless they are in a loading zone.

Please note that the exit onto 2200 West will be a **RIGHT TURN ONLY** during the afternoon pick-up times (2:50 – 3:30 pm).

Parents and carpools that only have elementary students (K-5) are encouraged to come to the school at 3:00 pm to pick up their students. Parents and carpools that have only middle school students (6-9) or both middle school and elementary students are encouraged to come to the school after 3:10 pm to pick up students. Elementary students who have middle school students in their carpools will remain in their classroom and be dismissed at 3:10 to come outside and wait for their carpool. Elementary walking students

will be dismissed at 3:06 pm and middle school walking students will be dismissed at 3:10 pm. All walking students are to use the designated crosswalks while on school property and are only to cross 2200 west at 9000 South with the aid of the city crossing guards. Students and parents should not cross 2200 west unless in a designated cross walk.

****Please note:** The parking lot has been re-striped for afternoon pick-up. Each lane is numbered. Lanes 1 – 4 are for elementary carpools with lanes 5 - 9 being for carpools that have a middle school student. Thank you for all of your help in making this process flow smoothly. Lane 10 is left open as the fast lane (for emergency vehicles, for after school activity instructors, coaches, teachers and parents who need to pick up students early once stacking lanes are full). Please do not use lane 10 to bypass the pick-up procedure Hawthorn has in place.

****Please note that no parking or waiting is allowed on 2200 West, as per the posted signs*****

****Please note there is no parking or waiting in Williamsberg Circle from 7:00 – 9:00 am and 2:00 – 5:00 pm as per the posted signs****

****Please follow the school employees/volunteers who will be directing you so that we can have a safe and effective student pick-up system****

Reminders

- Students will not be permitted to exit into the parking lot to get into cars waiting or parked in the stacking lanes during afternoon pick-up.
- Parents are asked to not park in the stalls during the pick-up times or while the stacking lanes are in operation. Parents who try and park and then exit in the stacking lanes create an un-safe environment for all involved.
- Please refrain from using and talking on cell phones during morning drop-off and afternoon pick-up
- Parents are asked not to schedule appointments with teachers or the office until after 3:25 pm (Monday – Thursdays) and 1:25 pm on Fridays as it is difficult to find parking while the stacking lanes are in operations.
- When exiting the parking lot, please do so at a slow and safe speed.
- Please remember that when exiting in the afternoon it is a **RIGHT TURN ONLY** as requested by the West Jordan City police department. Parents who turn left create a safety hazard, back up cars in the parking lot, back up cars trying to enter the parking lot and back up street traffic. Please be considerate of others.
- Please have students ready to drop-off in the morning – if students or parents are not ready, please park in a parking lot stall and then walk students to the cross walk near the flag pole.
- Please follow the direction of the staff/volunteers in the morning and afternoon.
- Please follow the directional arrow painted at the exits of the school.
- Please do not drop-off students before 8:00 am, as teachers and staff are preparing for the day, there is no supervision in front of the school until that time.
- Parents and students, please be on time to school! After 8:20 am elementary and middle school students are tardy! Students miss instruction and impact the instruction of other students as it is a disruption to the class when they arrive tardy.
- Students who are over five minutes tardy must check in at the office. Students who have three or fewer tardies have the opportunity to earn a dress down day each quarter.
- Parents and carpools that only have elementary students (K-5) are strongly encouraged to come to the school at 3:00 pm to pick up their students.
- Parents and carpools that have only middle school students (6-9) or both middle school and elementary students are strongly encouraged to come to the school after 3:10 pm to pick up students
- All students must be picked up from school by 3:30 pm unless they are participating in a school sanctioned after school program or tutoring session.