

LIONSGATE ACADEMY

920 STUDENT PICK UP & DROP OFF POLICY

Original Adoption Date: 11/20/2015

Revision Date(s): 10/20/2018

Review Date(s): 10/20/2018, 6/1/2021

I. PURPOSE

Student safety is a priority for Lionsgate Academy. This policy outlines the policies governing picking up or dropping off students from school.

II. GENERAL STATEMENT OF POLICY

A. Student Pick Up

- a. A parent or guardian may designate other individuals to pick up their student by completing a Parent/Guardian Permission for Student Pick-up Form available by request from the main office. The signed and completed form must be on file in the office.
- b. A parent, guardian or designated, approved individual must follow pick up procedures outlined in the family handbook for pick up after school.
- c. During school hours, a parent, guardian or designated, approved individual must come in person to the main office and sign the student out.

B. Student Drop Off

- a. A parent, guardian or designated, approved individual must follow drop off procedures outlined in the family handbook for drop off at school.
- b. Parents should not drop students off prior to regular school hours unless their student is enrolled and in good financial standing with the before care program.
- c. Parents dropping off students more than 25 minutes after school begins must report to the office and sign the student in.