APEX Pick-Up, Drop-Off, Visitors, and Open Campus

MORNING *(Before 1st Period)*
All students and parents are welcome to enter the commons beginning at 8:10 am until dismissal for classes after announcements.

ENTERING DURING THE SCHOOL DAY *(8:40 am - 3:00 pm)*
All Students:
1. Ring the A-Phone to your left.
2. You will be let in by the front desk to enter through the admin area.
3. Have your student ID out as you walk in through the admin area.
4. If you do not have your student ID, you will need to sign-in.

All Visitors:
1. Ring the A-Phone to your left.
2. You will be let in by the front desk to enter through the admin area.
3. You will sign-in, get a visitor sticker or volunteer badge, and be directed by the front desk from there.

LEAVING DURING THE SCHOOL DAY *(8:40 am - 3:15 pm)*
All Students:
A parent, guardian, or adult listed on the emergency pick-up form must come in to pick up all K-8 students and high school students without open campus privileges during the day.

High School Students with Open Campus Privileges:
1. Show your white ID to the front desk through the window next to the front desk. You do not need to come through the admin area.
2. You may exit through the main double doors after approval from the front desk.

END OF DAY PICK UP *(Beginning at 3:00 pm)*
All Students 2-12 grades:
You will be dismissed from classes at 3:15 to the commons.

All Parents:
1. Doors will open at 3:00 pm, and you may wait in the commons until 3:15 pm.
2. Meet your students in the commons. Be sure to take all your family's belongings.

K/1 Parents:
1. K/1 parents will be dismissed from the commons to wait in the lobby area outside the K/1 classrooms at 3:10 pm.
2. Pick up your students directly from their teachers in the K/1 classrooms.