



Hilton Head Island Elementary School for the Creative Arts
10 Bus Drive
Hilton Head Island, SC 29926

"Proudly a Title I School!"

January 26, 2017

Car Lane Protocol at HHIESCA and Tardiness

It has come to our attention in the past two weeks that we are experiencing a significant increase in student tardiness, as compared to when we left for winter break in December. **Parents, please be advised that students are expected to arrive at school on time and be in class and seated no later than 7:45 a.m. Students arriving to class after this time will be marked tardy.**

In efforts to alleviate tardiness, administration has decided that until this issue resolves, all students arriving to school tardy will receive a tardy slip from the main office and will be assigned recess detention for one day.

It is important that students are on time to school and ready to learn at the start of the day, to best maximize and benefit from instructional time.

Additionally, there are numerous safety concerns regarding violations that are taking place during student drop-off time. **The only protocol for dropping off children at school is to enter the car lane on Bus Drive from Wilborn Road and drive around the loop in front of Creative Arts. Students must exit cars on the curb-side and walk independently into the building. Drop-off begins at 7:00 a.m. and extends until 7:40 a.m., at which time our front doors will be closed and students will enter through the front office.**

The following are NOT permitted:

- Student drop off using the cafeteria/delivery driveway
- Parking and walking students to the door
- Student drop off in the staff lot
- Student drop off on roadway, business, or church that requires students to walk up to the school
- Entering the car line on Bus Drive from Gum Tree Road (turning into the church or on Bus Drive)

If you are having difficulty arriving in the car lane on time in the mornings, please remember that you do have the option of placing your children on the school bus, provided by Beaufort County School District Transportation Department.

We would like to thank those parents and students who consistently arrive to school on time, and follow proper protocol for drop-off of children. We greatly appreciate your efforts.

Thank you for your cooperation.

HHIESCA Administration