Arrival and Dismissal Procedures
TCS West Campus
2026-2027

Arrival

- Doors open at 7:15 AM
- Students that arrive between 7:15 and 7:45 will report to their specific locations:
    - 5K and 1st Grade: Library
    - 6th-12th Grade: Auditorium
- Breakfast is a grab and go meal that will be eaten in the classrooms.
- 7:50-8:00: Students report directly to class.
- Instruction starts at 8:00. Students must be in class and ready to learn by 8:00.
- Mrs. Miller will greet HS students at the HS door until 7:50. All MS students must proceed to the MS door.
- Student Drivers: Park in the gravel parking lot or in the spaces directly in front of the gravel. No assigned spaces.
- 8:00 arrivals: Students will be walked to class by a staff member on duty.
    - DO NOT send to the front office
- Students do NOT enter through the front door. All students are required to enter the building through the car line doors. You may NOT be dropped off in the front or on the sides of the school. Safety First!
- Students that arrive after 8:00 will report to the front office.

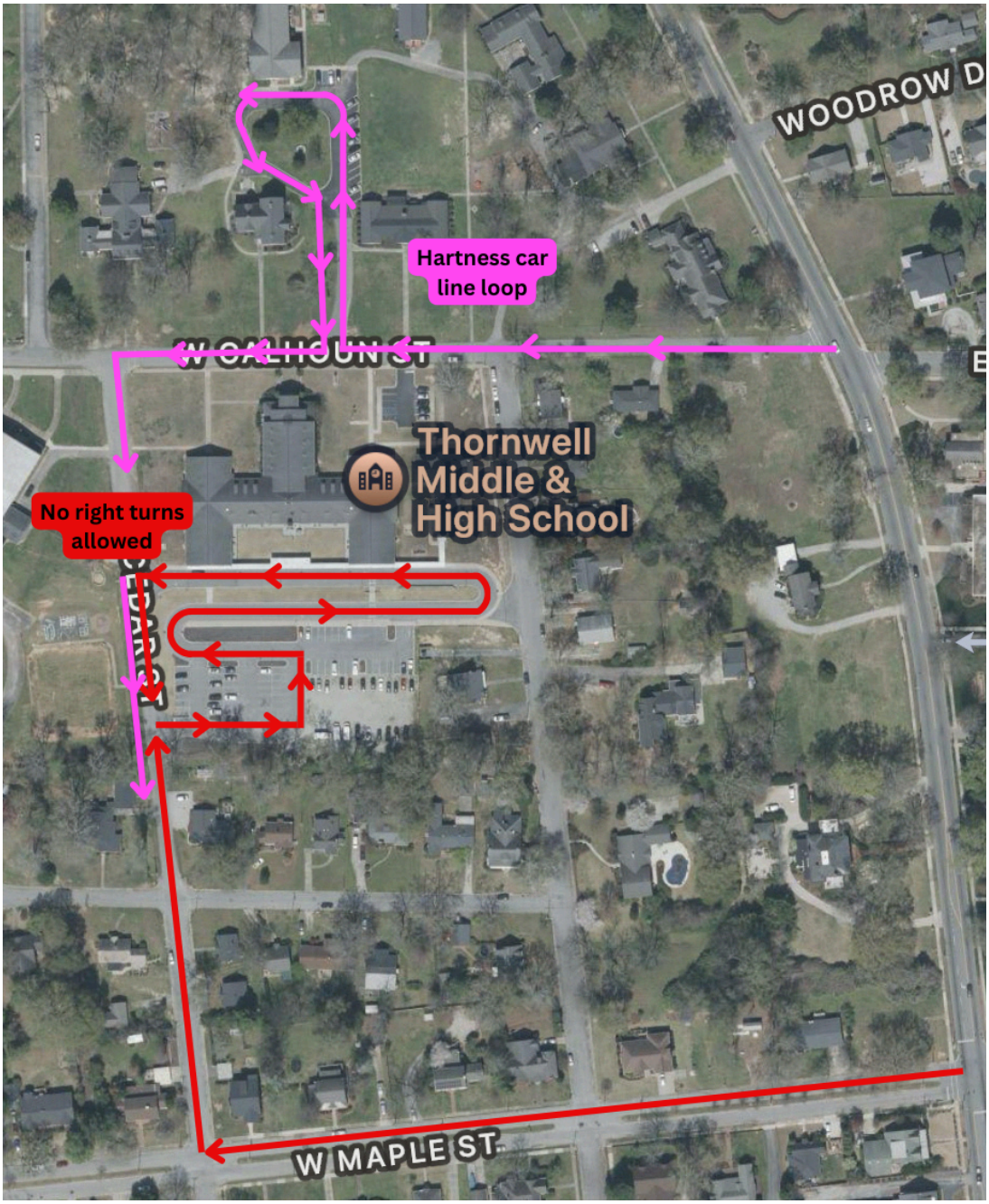
Dismissal

- Dismissal starts at 3:00.
- Student drivers (parked in the spaces in front of the gravel parking lot) will be called and dismissed first.
- Athletes must wait on an announcement and dismiss out the back MS/HS doors and wait for Mr. Weir's directions to cross.
- Middle school students riding with a student driver will be picked up through the car line.

- The car line is between 3:00 and 3:20. At 3:20, students will be taken to the office and someone must come in and sign them out.
- Students are NOT allowed out of the front office door unless they are taken to the office after 3:20.
- Students may only be picked up through the car line. We have a fast car line and it is the safest route for our students being picked up.
- Thank you for helping keep our students safe!

Traffic Flow

- Broad St to W Maple St
- Turn right on Cedar St
- Turn right into the parking lot
- Drivers must turn left on Cedar St out of the car loop!
- If you have students in both the Elementary School (Hartness) and Middle School/High School: Take W Calhoun St to Hartness first, then come down to Cedar and go through the Main building car loop last.


WOODROW D
Hartness car line loop
W CALHOUN ST
Thornwell Middle & High School
No right turns allowed
W MAPLE ST