



## K-8 Arrival & Dismissal Plan

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### Arrival

Building opens at 7:20 am - School begins at 7:55 am

1. Two Options for morning drop off:
  - a. Carpool Line
  - b. Park and escort students to Main Entrance
2. Parents are not permitted beyond lobby/reception area but are welcome to escort students to the lobby. Parents are permitted to escort student to classrooms on the first day of school.
3. Students arriving between 7:20 am- 7:40 am should proceed to cafeteria.
4. Teachers will collect their students from the cafeteria at 7:40 am.
5. If students need help with items, parents should park & escort student to the lobby area.
6. School begins at 7:55am. Students arriving after the 7:55 am bell will be marked Tardy.
7. Inclement weather plan - no changes to arrival procedures.

### Dismissal

All students will be dismissed at 3:10 pm.

1. Two Options for afternoon pick up:
  - a. Carpool Line –Family Placard required.
  - b. Park and walk to flagpole to pick up students .
2. All K-8 students will be dismissed from front of school
3. Carpool Line:
  - a. All cars must enter carline via Church Parking lot through MUSTANG ALLEY.
  - b. Family placards will need to be placed in car window and remain there throughout the pickup process.
  - c. If car has no placard or no email has been sent, parents will be asked to park and go into receptionist desk for assistance.
4. Park & Walk to flagpole to pick up students:
  - a. All cars parking should enter the parking lot via a left turn from Longmeade Rd. There is no right turn allowed into parking area.
  - b. Parents should park, walk to flagpole to have students in Grades K-8 called for dismissal.
5. If there is a change to dismissal plans due to unexpected circumstances parents should email changes to [dismiss@mischool.org](mailto:dismiss@mischool.org) by 2:30 pm.
6. Students going home with friends or carpools:
  - a. Carpool Driver must have the student's family placard displayed – or parent must send email to [dismiss@mischool.org](mailto:dismiss@mischool.org) by 2:30 pm.
7. Students leaving early will need to be signed out at the reception desk
8. Absentee homework pickup:
  - a. Teachers will prepare homework assignment lists which will be available for pickup in the school foyer between 3:15 pm - 6:00 pm daily. Homework will not be available for pickup BEFORE 3:15pm.
9. Inclement weather- no changes to dismissal procedures. Inclement weather always presents a challenge and we ask for your patience & cooperation as the dismissal process will take longer.
  - a. We recommend using the carpool line on inclement weather days.
  - b. The school lobby will not be open to parents during dismissal on inclement weather days.
  - c. A staff member will be positioned outside at the flagpole to call for your students if you prefer to park.