

## MAST Academy Arrival & Dismissal Plan

It is imperative that parents adhere to the drop off/pick up times that are scheduled for the school. Parents need to be mindful and patient during these times. This process will continue to be reviewed and revised as needed.

### **Arrival Procedures**

Bus arrival starts at 6:30a.m. All buses will use the bus lane to drop off students. Staff members will assist as they enter through front doors of building. Parents/Guardians dropping off students must enter school at the main entrance of school. Please do not enter the school at the exit gate. Parent/Guardian will drop off student in front of main building. Parents/Guardians are not permitted to walk student to class. Staff members will assist at the door and help them proceed inside. When dropping off a student, refrain from using the bus lane as it creates a traffic and safety hazard for students. Parents should not park in the drop off lane or fire lanes. Students park across the street must enter the school by the main entrance. Students will proceed to the cafeteria and spill out area. Students will be supervised by Security Staff. Students Drivers/Public Transporters arriving 7:00a.m will proceed to cafeteria. All middle school students arriving 7:00a.m will proceed to middle school atrium. Supervision will be provided by Security Staff. All students arriving after 7:55a.m will report directly to the classrooms. Students are released from the cafeteria and middle school atrium at 7:55a.m to the classrooms. In order to minimize interaction in hallways, students will go straight to their first class after entering the building. Students that are tardy should enter the main entrance or middle school entrance and then proceed to the office for a tardy slip.

For safety reasons, students are not to be dropped off prior to 7:00 A.M. Students arriving at school by means of automotive transportation (not by bus) are required to use the MAIN ENTRANCE of the school to enter. Please refrain from dropping students on the causeway.

### **Early Dismissal Procedures**

From time to time, students may need to leave school prior to dismissal time. For any student needing an early dismissal, please note the following requests:

If parents/guardians are picking up their child at school early, they must send written permission specifying the time of dismissal and reason. Parents/guardians MUST report to the school office and sign out their child for the early dismissal. Please remember to always bring photo identification with you to sign student out. You should also be listed on the student contact card. The office staff will have your child report to the main lobby. When picking up students, parents/guardians MUST park their vehicles in the parking garage. Only one parent needs to report

to sign out area. All others are asked to wait in the designated parked area. Please be advised that parents/guardians should arrive no later than 2:30 P.M. for early dismissal. Please note: Both parents have equal access to their children unless a signed court document stating otherwise is on file in the school office.

## **After School Dismissal**

### **Students will be dismissed in the following order:**

- Staggered dismissal based on arrived buses
- Car Riders (Parent pick-up)
- Student Drivers
- Public Transportation

Students will exit the building using the following format:

- 4<sup>th</sup> floor EAST down the East Egress (ZONE 1 – Rm 5416 – 5437) (Section Soccer Field)
  - 4<sup>th</sup> floor West, Down the Center ZONE 2 – Rm 5401- 5415) (Section Boathouse)
  - 3<sup>rd</sup> floor West, Down the Center (ZONE 1 Rm 5301 – 5315) (Section Boathouse)
  - 3<sup>rd</sup> floor EAST, EAST Egress (ZONE 2 Rm 5316 – 5337) (Soccer Field)
  - PE/Pool Area – ZONE 1
  - Main Bldg – ZONE 1 (Rm 2, 3, 4, 5, 7, 10, Media center, 62, 66, 67, 74)
  - Main Bldg - ZONE 2 (Rm Cafeteria, 29, 30, 36, 37, 38, 39, 41, 43, 45)
  - Main Bldg- ZONE 3 (Rm 31, 32, 47, 49, Auditorium, 50, 51, 81, 84)
- Students will proceed directly to their bus. Students and all individuals will be required to wear a mask at the bus stop and keep their social distance as they wait for the bus. Students and all individuals being transported on student transportation vehicles are required to wear masks/face coverings that cover the nose and mouth, in accordance with the District's Transportation Protocols. Bus drivers will be required to wear a mask. They will also be trained to constantly remind, check and report students who are not following procedures.

## **Car Rider Pick-up - P.M. – DISMISSAL**

The car rider line will form in front of the main building. Please stay on the right side of the lane as you enter school grounds and pick up in the right lane next to the curb, so you are not blocking traffic for those needing to get through. For safety reasons, students must enter the car on the curb side only. Parents will loop around the Boathouse and exit out to the Rickenbacker Causeway. Please watch for students exiting the building. Please follow the direction of our staff members to ensure a smooth pick-up process. Please **DO NOT** park in the garage or cross the line of traffic to pick-up your child(ren). Parents **should not** be parking and meeting students in

the office **UNLESS** ... you were called for a sick child or special arrangements have been made with administration. We appreciate your attention to our dismissal guidelines.

### **Change in PM Dismissal Communication**

If you need to notify the school that your child(ren) will need to change the way he/she typically goes home from school, please contact the office 305-365-6278 as soon as possible. It is always best to send in a note for the change when advance notice can be given.