

A **GLOBAL DISTRICT**  
IN A **GLOBAL CITY**



# **MANDARIN IMMERSION MAGNET SCHOOL**

**ARRIVAL AND DISMISSAL PROCEDURES  
SCHOOL YEAR 2023-2024**

*Updated August 2023*

# **MIMS School Hours - SY 2023-2024**

**8:30 AM - 4:00 PM**

**MORNING DROP OFF/ARRIVAL TIME - 8:15 – 8:30 AM**

**TARDY BELL - 8:35 AM**

**AFTERNOON PICK UP - 4:00 PM**

*\*School Building Opens at 8:15 AM to receive students.*

*All students enter the front door after 8:35 AM.*



# MORNING ARRIVAL

## 8:15 - 8:30 AM

### Parent drop off (1st - 5th Grade students)

- Front door entry

### Bus drop off

- Front door entry

### Parent drop off (PK, Kinder, and middle school students)

- Prek & Kinder - Dragon door entry
- Middle - Phoenix door entry
- *After 8:30 AM, PK, Kinder, and middle school students must enter through the front door. Students arriving after 8:35 AM will need to go to the front office to secure a Tardy Pass before going to their classrooms.*



# MORNING ARRIVAL PROCEDURES

## **PRE-K and Kinder - Cafeteria**

- Enter through the dragon door in the cafeteria.
- Students will sit in their designated tables in the cafeteria and will be taken by their teachers to their classrooms.
- Students will eat breakfast in their classrooms.

## **Grades 1 - 5 & Bus Riders**

- Students will enter through the front door and will go straight to their classrooms. (Will be escorted by staff during the first week of school)
- 1 teacher team member receives students as they arrive while 1 team member watches 2 classrooms. (First week procedure only)

## **Middle School - Gym/Cafeteria**

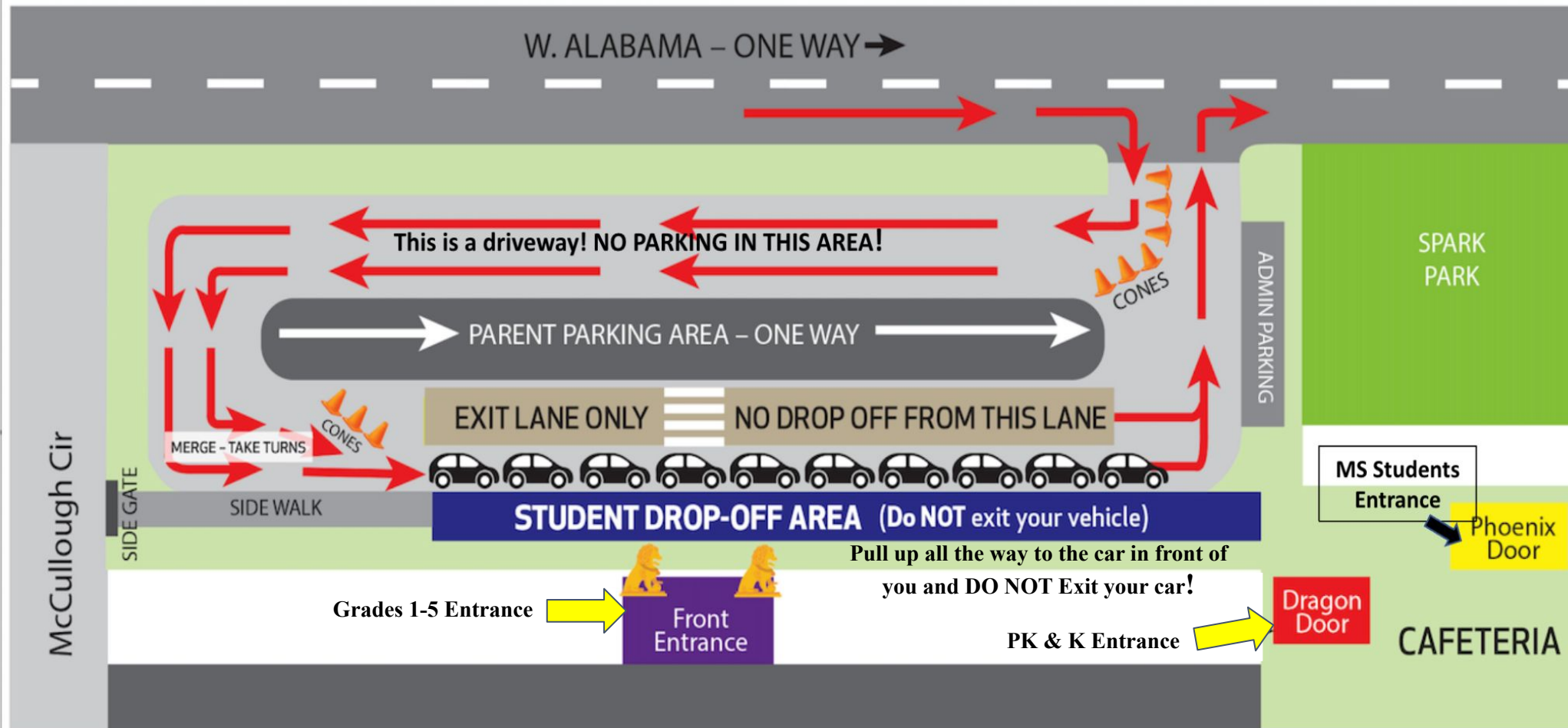
- Students will enter through the phoenix door and will go straight to their designated area in the gym.

\* Hallway Monitors, will make sure that students do not congregate in the hallways and direct them to their designated areas/classrooms.





# MORNING DROP-OFF TRAFFIC FLOW MAP



**IMPORTANT: Parents are NOT allowed to park in the teachers/staff parking lot at any time.**

**All students enter the front door after 8:35 AM.**

**Do not park in the Handicapped Parking spot unless you have a current permit.**

**PLEASE DO NOT BLOCK the neighborhood Driveways (McCullough Cir & Yorktown St.)**

Bus Loading/Unloading

**TEACHERS & STAFF  
PARKING LOT**

Yorktown St.

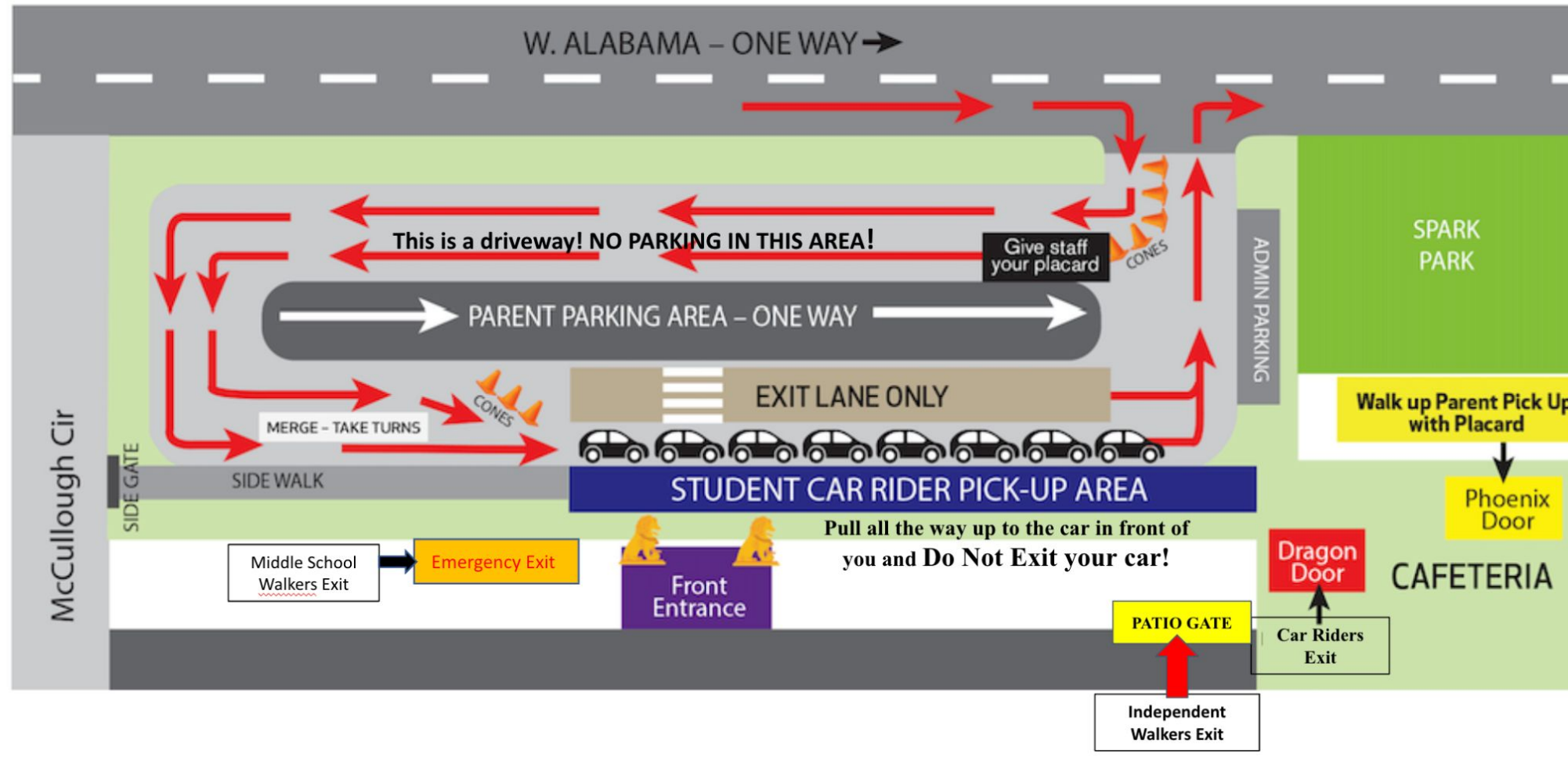
# BREAKFAST

- **PRE-K and Kinder students will eat breakfast in their classrooms.**
- **Grades 1-5 will eat breakfast in classrooms. They will pick up breakfast as they enter the front door.**
- **3rd grade -----**
- **Middle School will eat breakfast in the gym. They will pick up breakfast in the cafeteria line and proceed to the gym.**



# AFTERNOON PICK-UP TRAFFIC FLOW MAP

If your child is car rider, please be sure to **bring your placard**. If you don't have a placard, please come to the front office and we will make one for you.



**IMPORTANT: Parents are NOT allowed to park in the teachers/staff parking lot at any time.**

**Do not park in the Handicapped Parking spot unless you have a current permit.**

**PLEASE DO NOT BLOCK the neighborhood Driveways (McCullough Cir & Yorktown St.)**

Bus Loading/Unloading

**TEACHERS & STAFF  
PARKING LOT**

Yorktown St.

# AFTERNOON DISMISSAL PROCEDURES - 4:00 PM

## Bus Riders

- Bus riders will be dismissed 5 minutes early; they will go to the gym and wait at the designated area by bus route.
- Assigned teachers/school personnel will monitor bus dismissal.

## Elementary

- Walk up Parent Pick Up with Placard will report to the Phoenix Door.
- Carpool students will exit out of the Dragon Door.
- Independent Walkers (K-5th with Walker Tags) will exit through the **Patio Gate Door**.

**Middle School** - students will be dismissed through the front door.

- Walkers - Will exit through the EXIT door by the front office (under the staircase).
- Middle School with younger siblings:
  - with parents' consent - can pick up their younger siblings and will exit through the dragon door in the cafeteria (*If this is the case, parent consent form must be filled out and submitted to the office*).





# Dismissal Procedure and Management in the Cafeteria and Car Pick Up lines

## WALKERS

- Parents of Independent student walkers need to fill out and submit a [Walk Home Permission & Indemnity Agreement Form](#).
- Independent elementary walkers will line up in the main hallway and will be dismissed out the Patio Gate Door.
- Each independent student walker will receive a walkers tag. A walkers tag attached to the student's bag/backpack is required to be allowed to leave the building without adult pick up.

## WALKERS with Parents and Placards:

- Parents will wait by the Phoenix door and hand their placards to a MIMS staff member. Staff will call the students and bring them to their parents. **Placards/Dismissal cards required to pick up all children. NO EXCEPTIONS!**

## CAR RIDERS with Placards:

- A MIMS staff member in the car line will collect placards as cars make their way in the car driveway.
- Staff (runner) will deliver placards to staff in the cafeteria and call students names.
- Students whose names are called will get their placards back and proceed to the car line to be assisted by staff to their cars/parents.

*\*A MIMS staff in the car line will collect placards as cars make their way in the car driveway. Parents/guardians are not allowed to pick up their student/s without the official MIMS Placard. Lost placards can be replaced at the front office during office hours.*



# Dismissal Procedure and Management in the Cafeteria and Car Pick Up lines

*\* Note to parents/guardians:*

*Leave the second-issued placard in your windshield on the passenger side.* Elementary students will be called to meet you at the curbside. They are dismissed through the Dragon Door from the cafeteria.

Students who are not bus riders or attend after-school programs **MUST** be picked up from the cafeteria by 4:10 PM.

Students that have not been picked up by 4:10 p.m. will be escorted to the office. Parents will then be notified by phone to pick up students. After 4:30 p.m., parents are required to enter the building to sign the student out documenting the reason for the late pick up. In the unlikely event that parents are running late, please call to inform office personnel. ***Repeated incidents may result in an administrative conference. Repeated incidents may result in*** your child being automatically enrolled in temporary after-school care with a fee.



# Bus Manager Duties and Responsibilities

## **Bus Manager: Ms. Bridges**

- **Ms. Bridges will have the main contact for transportation**
- **Ms. Bridges need to have 2 contact parent/guardians for all bus riders.**
- **Parents will be given Ms. Bridges contact information (Office Number).**

**\*Ms. Godina will be the bus manager backup for Ms. Bridges**

**Other Bus Dismissal Duty Staff: Ms. YChen, Coach Deggs & Coach Taylor**



# ASP - After School Program

**K-5 ASP kids will go with their class to the cafeteria. ASP staff will pick them up at 4:00 PM.  
Middle School ASP kids will go straight to the black top at 4:00 PM.**

