

## SMG Arrival and Dismissal Procedures

Please read carefully as these procedures will help facilitate morning arrival and after school dismissal and pickup procedures. Maps for arrival and dismissal are located at the end of these procedures.

### Arrival

School is in session from 7:50 a.m. to 3:10 p.m. Students are expected to be in the classroom by 7:50 a.m. daily. Students will be monitored in Morning Room according to grade levels. Students should check signs on classroom doors for the correct Morning Room. Students who arrive at or later than 7:50 a.m. should check in at the school office before going to their classroom.

A child is considered tardy after 7:50 a.m. For the safety of your children, please do not drop students off before 7:30 a.m. as the school does not accept responsibility or provide supervision for children on the grounds before 7:30 a.m., and the doors will not be opened until this time, unless the student is enrolled in SMEED.

### PK4

Parents are asked to park in the front parking lot and escort their preschool student(s) to their classroom. **If you have an older sibling, please drop the older student in morning carline first; then pull around to the front to park and walk your PreK student to their classroom.** After 7:50 a.m., parents wishing to walk their preschool students to class must sign in at the front office. Please do not park in the fire lane in front of the building.

### Kinder – 8th Grade

Students are dropped off on the west parking lot starting at 7:30 a.m. Please pull your car as far forward as possible and have students exit from right side of the vehicle. **Students should not be asked to walk across traffic from a parked car. All students should be dropped off in the car line.**

**Students who walk to school MUST be escorted onto school property by a parent or adult guardian.** SMG faculty and staff are responsible for supervising car line and students getting out of cars in the morning. They cannot be responsible for supervising students walking and entering school property from various locations along the surrounding streets each morning.

### Dismissal

**At 3:10 PM, PreK-2<sup>nd</sup> Grade students with NO older siblings (who are the oldest and/or only students) will be dismissed through the Cafetorium doors. For example, a 2<sup>nd</sup> grade student with a Kindergarten sibling OR a 1<sup>st</sup> grade student without an older sibling would be dismissed at the Cafetorium steps.** Parents/guardians picking up these students should park in the front parking lot, walk up to the Cafetorium doors/sidewalk area, and present their carline cards to pick up their student(s). **Please do NOT park in the fire lanes in front of the school.**

**At 3:10PM, students in the Express Red Line will be dismissed through the west doors. Students in grades 3<sup>rd</sup>-8<sup>th</sup> with NO siblings and who are NOT part of a carpool, will be classified as Express Red Line.** Parents were issued a red Express Red Line carline card the day of *Meet the Teacher*. Students in this group will be brought to the Express Red Line area in front of the St. Maria Center (see map attached) by faculty/staff members. **Express Red Line will be a moving car line;** therefore, carline tags must be visible to the faculty and staff who are supervising carline/dismissal. **Please pay attention to the faculty/staff moderators directing the flow of the car line.**

When the Express Red Line is finished (at approximately 3:15PM), **students with siblings or carpool (Blue Line group)** will be dismissed. **PreK-2<sup>nd</sup> Grade students with siblings in 3<sup>rd</sup>-8<sup>th</sup> grade will be included in this dismissal.** Parents of students who are in the Blue Line group will be assigned a row in which to park, based on their oldest child's grade level. Each parking row will be marked by grade levels, 3<sup>rd</sup>-8<sup>th</sup> (see map attached). Please, **do NOT get out of your car and meet your children at the back door school entrance.** Students will be directed to their parents' assigned parking areas by teachers. **When all children are safely in their cars, traffic flow will begin.** No one will leave the parking lot until they have been signaled to do so by the faculty/staff traffic moderators. **When you have been dismissed from the back parking lot, you MUST use St. Maria Goretti Court to turn onto Davis. DO NOT TURN IN AND CUT THROUGH THE FRONT PARKING LOT. We are all responsible for the safety of our children!**

**Please remember: All assigned areas for regular dismissal will be designated by your oldest student attending the school.**

### **Students Who Walk To or From School**

Students who walk to school in the morning **must be accompanied by a parent/guardian or responsible older student onto school property.** Please DO NOT enter the campus through the parking lot entrance closest to the St. Maria Center and cut across the morning arrival carline. This is unsafe and it also impedes the flow of the morning carline. Students who walk to and from school and cross St. Maria Goretti Court should **only** cross at the entrance closest to the west side of the Peace and Justice building or at the corner of St. Maria Court and Davis. At dismissal, students who walk home will be supervised by a faculty/staff member until they are safely across St. Maria Court. Students should be reminded to **NOT** attempt to cross the street without the direction of a faculty/staff member.

### **Late Dismissal**

If you arrive after carline has concluded, you will pick up your student(s) from SMEED (appropriate fees will apply-see Parent/Student Handbook for details).

## **Indoor Dismissal**

Parents will pick up their student(s) from their classroom. The School doors will NOT open until 3:10PM (12:10PM on Early dismissal days). A **RED FLAG** will be posted at the front and west door entrances by 2:50PM (11:50AM for Early dismissal) and a text alert will be sent to indicate that Indoor Dismissal procedures will be followed.

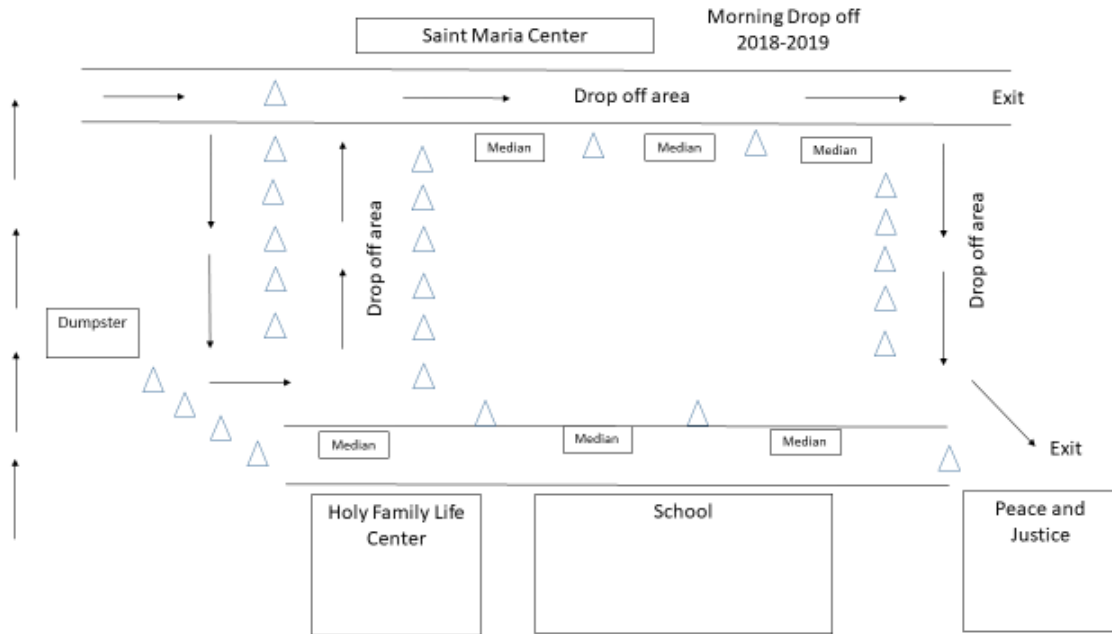
**NOTICE!**

**State Law prohibits cell phones in school zones.**

**Cell phones may not be in use while your car is in Drive!**

**This includes texting and email.**

# Morning Arrival Map



# Afternoon Dismissal Map

