



## Dismissal Policy 2020-2021

### There will be 3 stations designated for dismissal:

- A Area-**A/B Building**: One person will monitor the second floor of the A Building, a second person will monitor the first floor of A Building. Teachers will monitor students inside the classroom and the screen for Silent Dismissal. Two people will be assigned to monitor the side doors outside between A and B Building to make sure students are going to dismissal and not hanging around. 4 TAs will be outside walking students to their cars.
- B Area-**KG & 1<sup>st</sup> Grade Building**: Students will be dismissed from the side door of B Building. One person will monitor the hallway.
- C Area- **Back Cafeteria Area (T/D/IQ Building)**: One person will monitor the movement of students in their dismissal areas and another person will be monitoring the students going into their cars. Students will be dismissed in the circle drop off area.

### Dismissal Duties:

- One person will be assigned to punch in numbers at the front entrance and another person at the back entrance.
- Assigned teachers/staff will be assigned to monitor different parts of the campus to make sure students are in their designated areas.

### Parent Dismissal Expectations:

- PK3 and PK4 Parents will park by the Masjid and walk to pick up their child.
- Parents who need to pick up other students: Both parties **MUST** send the admin and designated Department Lead an email prior to picking up other students. They also must have the car tag from the other family they are picking up.
- Parents who are waiting in the dismissal line for more than 5 minutes will have to loop around the area and get back in the line again.
- Dismissal for all will end at 3:45pm Monday-Thursdays. Any students who have not been dismissed will be taken to aftercare.
- Parents have until 4pm to pick up their children to avoid the charging fees.

### Student Dismissal Expectations:

- Students will be dismissed in their classrooms.
- Students need to be dismissed at their dismissal area as quickly as possible.
- No mingling with other students, walking around, etc.
- Students who have classes on the second floor will use the second floor side door of Building A
- Elementary students will use the double doors of Building A.
- Student Driver Policy from 2019-2020 will remain the same
- Student Walker Policy from 2019-2020 will remain the same.
- Students are to remain in their classrooms during Silent Dismissal.
- They are not allowed to walk around, go to the bathroom, and drink water, etc. during dismissal. Once their number is called they may leave the classroom to go home.



Dr. Samah Bkhaitan  
Head of School

