

## MOUNTAIN ISLAND CHARTER SCHOOL ARRIVAL & DISMISSAL

- Pay close attention at all times, and follow all instructions carefully throughout the process, especially when loading and unloading.
- Students must enter and exit the car at the right side only.
- Drivers and other passengers must remain in the car at all times. Staff will assist students as needed.
- The **back entrance** is reserved for staff, buses, and athletic personnel only. Drivers are not permitted to use the back entrance as a secondary entry point for morning drop off (7:00am-8:18am) or afternoon pick-up (2:00pm-3:45pm). Drivers are also not permitted to use the back entrance as secondary exit during these times. Any driver entering campus through the rear entrance must turn right and will be in the outgoing flow of traffic.

### Drop-Off Times and Late Arrivals

-All students should remain in vehicles until 7:05.  
 -All 1<sup>st</sup> arrival students (7:05 to 7:32) exit vehicles in front of the Middle/High (C) building. Students in grades 6-12 report directly to 1<sup>st</sup> period and students in grades K-5 report to Before School Care in the B building auxiliary gym.  
 -All 2<sup>nd</sup> arrival (7:35-8:18) elementary students (K-5) exit vehicles in front of the Elementary (D) building.  
 -Unloading of students at any other location on campus is prohibited.  
 -K-5 students arriving after 8:20 must be accompanied by a parent and signed in at the D building front office.

### Pick-Up Times and Late Pick-Up

-First Dismissal (6-12): 2:30-2:45.  
 -Second Dismissal (K-5): 3:20-3:40.  
 -Elementary and Middle School Students remaining at car line after second dismissal ends will be escorted to after-school care. Parents will be responsible for costs incurred for unsupervised students after the conclusion of second dismissal.  
 -Students in grades 6-12 waiting for second dismissal due to siblings/car pool riders in grades K-5 must report to study hall (2:34-3:20) and follow 2<sup>nd</sup> dismissal procedures.

### Instructions for 1st Arrival (7:05-7:32)

-Enter at main entrance. Follow traffic control device to turn right near the bottom of the hill and follow directional signage around the A Building. Turn right to continue forward towards the C Building and remain in the far right lane through the roundabout.  
 -Follow all directional signage through the north lot and continue toward the C building.  
 -Continue forward and unload students from the vehicle only on the right hand (passenger) side of the vehicle as soon as traffic has stopped in front of the C building.  
 -Once the vehicle is unloaded, continue straight and turn left into the roundabout to begin exiting the campus. You may use the left lane in front of the C Building to pass vehicles that are stopped if unobstructed and safe.  
 -Once exiting the roundabout, remain in the right hand lane moving through the north parking lot, around the roundabout, keeping in the far right hand lane, going straight toward the main exit.

### Instructions for 1<sup>st</sup> Dismissal (2:30-2:45)

-Enter at main entrance, proceed straight through campus past the B building and remain in the far right lane through the roundabout.  
 -Follow all directional signage through the north lot and continue toward the C building.  
 -Continue forward and load students into the vehicle only on the right hand (passenger) side of the vehicle as soon as traffic has stopped in front of the C building. Loading of students at any other location on campus is prohibited.  
 -Once the vehicle is loaded, continue straight and turn left into the roundabout to begin exiting the campus. You may use the left lane to pass vehicles that are stopped if unobstructed and safe.  
 -Once exiting the roundabout, remain in the right hand lane moving through the north parking lot, around the roundabout, keeping in the far right hand lane, going straight toward the main exit.

### Instructions for 2<sup>nd</sup> Arrival (7:35-8:18)

-Enter at main entrance. Follow traffic control device to turn right near the bottom of the hill and follow directional signage around the A Building until reaching the D building.  
 -Continue forward and unload students from the vehicle only on the right hand (passenger) side of the vehicle as soon as traffic has stopped in front of the D building.  
 -Once the vehicle is unloaded, continue straight to begin exiting the campus. You may use the left lane to pass vehicles that are stopped if unobstructed and safe. Vehicles will follow a wide left hand turn and exit utilizing the center lane.

### Instructions for 2<sup>nd</sup> Dismissal (3:20-3:40)

**General K-5 pickup in front of D Building**  
 -Enter at main entrance. Follow traffic control device to turn right near the bottom of the hill and follow directional signage around the A Building until reaching the D building.  
*\*If initial stacking line is full, proceed straight through campus past the B building and circle the roundabout, remaining in the center secondary stacking lane at all times toward the D Building. **Please note that the far right lane is for exiting traffic only.** Prior to entering the D building main stacking line, the center secondary stacking lane yields right of way to all incoming traffic as well as all traffic exiting left from the D building. **Do not block this intersection for any reason.***  
 -Continue forward and load students into the vehicle only on the right hand (passenger) side of the vehicle as soon as traffic has stopped in front of the D building. Drivers must use the MICS Car Pool Placard.  
 -Once loaded, cars will proceed through the outgoing traffic flow and exit main campus.  
**General 6<sup>th</sup>-12<sup>th</sup> and K-5 siblings of 6<sup>th</sup>-12<sup>th</sup> grade students pickup in front of C Building**  
 -Follow instructions for 1<sup>st</sup> dismissal.  
 -There may be vehicles stopped in the center outflow lane as a part of second dismissal. Please stay in the far right hand lane, going toward the main exit.

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Student Last Name (Please Print in large block letters)

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Student First Name and Grade (Please Print in large block letters)

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Student First Name and Grade (Please Print in large block letters)



# MICS Carline Placard

