

DISMISSAL ID CARDS



**STUDENT SAFETY IS OUR NUMBER ONE PRIORITY.
PLEASE SUPPORT US IN OUR EFFORTS TO SAFELY ACCOUNT FOR ALL
STUDENTS BY UTILIZING OUR CARD SYSTEM.**

**EACH STUDENT HAS BEEN PROVIDED WITH 4 CARDS
FOR DISMISSAL. WE WILL USE THE CARDS TO
DESIGNATE THE ORDER IN WHICH STUDENTS WILL BE
RELEASED. BELOW ARE SOME IMPORTANT FEATURES
OF THE SYSTEM.**

- The Dismissal ID cards are a unique number assigned to each student.
- Each student is provided with 4 cards. Please cut apart the cards and share those with anyone you have authorized during enrollment to pick up your child. You must present the card or a photo of the card during the pick-up process.
- For the pick-up lane:
 - A school staff member will come to you to enter your child's Dismissal ID into our system. Do not exit your vehicle.
 - School staff inside of the school will monitor the order of Dismissal IDs entered and group students in the same order. School staff will escort students in groups of 15 for loading into vehicles. Vehicles will be paused until they are all safely loaded. That group will exit the parking lot and a new group will move into the pick-up lane.
- For the walk-up lane:
 - A school staff member will stand at the door and enter your child's dismissal ID into our system. At that time, please wait in the grass area adjacent to the gym so that new walk-up arrivals can make their way to the door.
 - School staff inside of the school will monitor the order of Dismissal IDs entered and dismiss each student as they arrive at the gym door. Students will not be held in groups at the walk-up option.
- If you arrive for pick-up without a Dismissal ID card, you will be asked to exit the south lot, park in the north lot, and enter the office to verify your identity. Your child will be released to you at 3:10. **Please keep a photo of the card on your phone to prevent having to leave the line in the event that you misplace the paper Dismissal ID card.**

**LOST YOUR CARD? ADDED AN APPROVED PICK-UP
PERSON? CALL THE SCHOOL OFFICE 417-625-5330**

MORNING ARRIVAL PROCEDURE

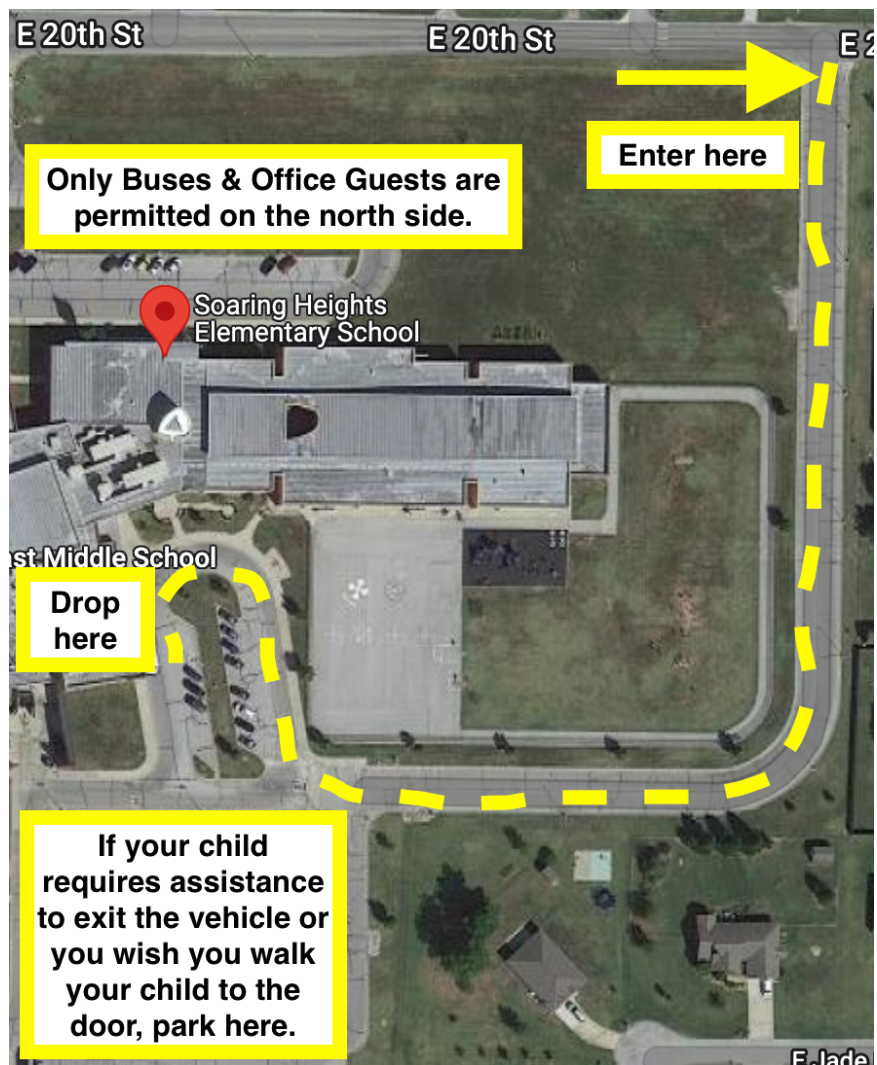


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PLEASE FOLLOW THE PROCEDURES OUTLINED IN THIS PACKET TO SUPPORT US IN OUR EFFORTS TO SAFELY WELCOME EVERY STUDENT.

SCHOOL BEGINS AT 7:45 AM

- Student drop-off is on the south side of our school. The north side is only for buses and office guests.
- Doors are unlocked at 7:15 am. Only staff and students are permitted to enter the building.
- If your child requires assistance to exit your vehicle during MORNING drop-off, please park in the south lot and walk your child to the sidewalk. This will help the parent drop-off line move quickly and ensure that all families who are in a hurry can make it to work on time.
- Students should exit from the passenger side if possible. No cars should pass each other.
- We ask that you pull up past the glass doors so that several students can exit their cars at the same time.



**STUDENTS ARRIVING AFTER 7:45
WILL BE COUNTED AS TARDY**

AFTERNOON DISMISSAL PROCEDURE



STUDENT SAFETY IS OUR NUMBER ONE PRIORITY.

**PLEASE FOLLOW THE PROCEDURES OUTLINED IN THIS PACKET TO
SUPPORT US IN OUR EFFORTS TO SAFELY DISMISS EVERY STUDENT.**

SCHOOL DISMISSES AT 2:55 PM

- Any changes to dismissal must be called in to the office before 2:00 pm at 417-625-5330. Do not contact your child's teacher with dismissal changes. Students are not permitted to communicate their dismissal changes. We only accept changes from a parent or guardian.
- Early dismissals from the office must occur before 2:30. Our office will close between 2:30 and 3:10 to ensure a smooth dismissal and accounting of all students and dismissal changes. Our secretary will not be able to leave the office to locate a student after 2:30. Students can only be picked up by those authorized on the enrollment form.
- Parent pick-up is on the south side of the school. The north side of the school is only for buses and office visitors.
- Students not picked up by 3:10 will need to be picked up from the front office. You must park in the front of the school and come inside to pick up your child.

REPORT DISMISSAL CHANGES BY 2:00 PM
417-625-5330

DISMISSAL OPTIONS



WE OFFER 2 DISMISSAL OPTIONS FOR PARENT TRANSPORT

Option 1: Walk-Up

- Enter the WEST entrance to East Middle School.
- Drive around EMS and park in the south lot.
- Walk up to the gym doors.
- Have your Dismissal ID card ready to be scanned by school staff.
- Wait for receiving staff to locate your child. Your child will exit the gym doors.
- Use the crosswalk to return to your vehicle.
- Exit out of either parking lot entrance.



Option 2: Pick-Up Lane

- Enter the EAST entrance to Soaring Heights.
- Form two lanes through the full driveway.
- Have your Dismissal ID card ready to be scanned by school staff.
- Merge every other car at the horseshoe entrance.
- Wait in the pick-up lane. Your child will be dismissed in the order of the vehicles.
- The line will not move until all car doors are shut.
- Exit through the same entrance.



BOTH OPTIONS REQUIRE A DISMISSAL ID CARD

Thank you for your support!