



Mandarin High School
Student Intake, Lunch & Dismissal Procedures
2020-2021

School Hours:

(Bell Schedule): 7:15am – 2:00p.m.

Students, Parents and Teachers should read the procedural guidelines below regarding expectations for arrival and dismissal as well as lunches. Please direct questions to any member of the administrative team.

Student Arrival Procedures

Due to COVID-19 FLD0E & CDC recommendations, all students will be temperature checked upon arriving on campus. Temperature checks will begin at 6:20 a.m. Students arriving on campus prior to 7:05 a.m. will not be permitted to move into the classroom halls. Students must remain in the center courtyard and cafe area. Students will not be allowed to roam upstairs before the 7:05 a.m. release bell rings. Students who wish to eat breakfast should report to the cafeteria. Due to social distancing guidelines students who wish to eat breakfast will be requested to leave the cafeteria after they are done eating. Administrators, Dean and Security Guards will be posted at various positions each morning.

The bell rings at 7:05 a.m. At this time, students should begin moving to their 1st period class. Administrators, Dean and Security Guards will rotate through the campus during this time of transition. **Due to the limitations of students in the halls, there will be no assigned lockers this school year.**

Parents Please be mindful when dropping off students, that speeding and unauthorized U-turns are direct violations of the state traffic laws. No cars should pass a bus or van with flashing lights. Students are to be dropped off in the student parking lot behind the pool and tennis courts. Students should not be dropped off in the bus loading zone. Between 6:25 a.m. – 7:15 a.m. no students should be dropped off in the front entrance of the school.

Should you wish to sign your child out before the end of the school day, please check in at the front desk in the main office where you can sign him/her out, and we will call your child to the front office to meet you.

Late Arrival/Tardy

If a student arrives on campus after the 7:15 a.m. bell rings (signaling the start of 1st period), the student **MUST** retrieve a tardy pass from the nearby tardy station or Dean's office (after 7:15 a.m.). Teachers will not allow students into the classroom after 7:15 a.m. without a FOCUS tardy pass.

Dismissal:

Students will be dismissed at 2:00 p.m. except on Early Release Days. Students who remain on campus at 2:15 p.m. will be escorted to the afternoon holding area “Safe House” in the cafeteria. Students in the holding area will be provided with an activity bus pass so they will be able to take the bus at 4:45 p.m., if needed. Students attending tutoring, or any extra-curricular activity must report to that activity by 2:15 p.m. Teachers must walk students to the safe house area after the tutoring or activity dismissal before leaving for the day.

Early Check Out:

For a student to be dismissed early, parents must report to the front gate/ main office to sign the student out. Students **will not be dismissed 30** minutes prior to dismissal time without previous written notice or prior approval by the principal. There are **NO EXCEPTIONS!**

Cafeteria Procedures

In general, well-mannered conduct should guide the students' behavior at all times in the cafeteria. Listed below are the rules and the cafeteria procedures which will help ensure appropriate conduct.

- 🔔 Lunch will be served during 5th period only (a total of 2 lunches), and have a time duration of 30 minutes (each).
- 🔔 Students should enter the cafeteria in an orderly manner.
- 🔔 ALL students must have their ID visible in order to receive their lunch.
- 🔔 **All students will ENTER from the side doors only. EXIT from front doors only.**
- 🔔 Students will line up 6ft apart in a single file for all food service lines.
- 🔔 Students observed “cutting the line” will be sent immediately to the rear of the line. Under no circumstances will any student or group of students be given preferential treatment in this regard unless an emergency situation exists and it is permitted by the building administration.
- 🔔 Each student is issued a “student ID Number” allowing them to access their account. Students should not share their student number or enter the student number of another student.
- 🔔 Students will not be allowed to eat lunch without ID card. Due to social distancing guidelines, students will NOT be allowed to enter student number through keypad.
- 🔔 Students are not allowed to bring glass bottles into the school building before, during, or after school hours.
- 🔔 All trash should be disposed of appropriately both inside and outside the cafeteria.
- 🔔 Students may not leave the lunch areas without an appropriate pass from a teacher or counselor.
- 🔔 Students must sign out to leave cafeteria to go to restroom, guidance or media center.
- 🔔 Students returning to class from the cafeteria are expected to be on time to class.
- 🔔 **Students are not allowed to deliver lunches to the teachers, nor have food delivered to the school.**
- 🔔 **Students are NOT permitted to leave campus for lunch!**

