IST Dismissal Protocol [Bus + Remaining on Campus After School]

Regular Bus Departure

- **School concludes at 3:15 p.m. [2:15p.m. on Wednesdays]**
- KG1 and KG2 collected from classrooms by bus ayis.
- PYP1 and older grades proceed directly to designated buses.
- Bus ayis conduct attendance checks for all scheduled riders.
- Bus ayis ensure all Elementary students have boarded before departure [unless scheduled for CCA].
- Bus ayis notify the Front Desk of any missing Secondary students but is permitted to depart immediately.
- **Regular school buses depart at 3:25 p.m. [2:25p.m. on Wednesdays]**

CCA Buses

- **Co-Curricular Activities (CCAs) conclude at 4:25 p.m. [3:25 p.m. on Wednesdays]**
- Elementary students escorted to designated buses by CCA leaders.
- Secondary students make their own way to designated buses.
- Bus ayis conduct attendance checks for **all** scheduled riders, notifying the Front Desk of any missing students. Buses may not depart until approved in accordance with the '**Missing Students**' protocol (see below).
- **CCA buses depart at 4:30 p.m. [3:30 p.m. on Wednesdays] UNLESS there are missing students in which case the bus waits until the student is located, or administrative approval is granted to depart.**

Athletic Activity Buses

- **Athletic practices conclude at 4:55 p.m. [4:25 p.m. on Wednesdays]**
- Students proceed directly to buses following practice.
- Coaches are responsible for ensuring that all students registered for athletic activities have boarded their designated buses or departed the campus.
- At **5:00 p.m.** a broadcast announces that there is 5 minutes until buses depart and the campus gates close.
- **5:05 p.m. CAMPUS CLOSED BROADCAST: Athletic activity buses depart at 5:05 p.m. at which time all campus gates are closed.**

NOTE:

- Students who are not participating in athletic activities, but who have been approved to remain on campus must leave the campus by **4:30 p.m.**, either by bus, private transport, or school gate, unless accompanied by a parent.
- Only those students registered for sports activities, or who remain at school with a principal's approval, may take the **5:05 p.m.** buses when spare seats are available.
- **Any student located on the campus after 5:05 p.m. will have details registered by security for follow-up consequences by the administration.**

Missing Student/s

- Bus ayis or CCA leaders alert the Front Desk when a student fails to report to their designated bus by the **3:25 p.m., [2:25 p.m. on Wednesdays]** and **4:30 p.m. [3:30 p.m. on Wednesdays]** departure times.
- The Front desk will attempt to verify the student's whereabouts on campus.
- If the student is not found within 5 minutes, the Front Desk contacts the family.

- The Front Desk will notify the family that if the student misses the regular bus, they can either catch the CCA bus departing at **4:30 p.m. [3:30 p.m. on Wednesdays]** or arrange their own transportation for home.
- If a student registered for the CCA bus is not found within 10 minutes of the scheduled departure time, the Front Desk notifies the relevant Senior Administrator, who decides whether the bus waits or departs.
- The Front Desk informs the ayi and the family once the student is located.
- Bus ayis do not supervise the **5:05 p.m.** buses. Any student failing to catch a **5:05 p.m.** bus will be registered by security who will also contact the relevant Senior Administrator before allowing the student to exit the campus.

Communication with Families

- Families will be informed of significant transportation delays, route changes, or emergencies through the school's established communication channels, including WeChat groups.
- Families must notify the Front Desk:
  - By **3:00 p.m. [2:00 p.m. on Wednesdays]** if their child will **not** be taking their regular school bus home.
  - By **4:00 p.m. [3:00 p.m. on Wednesdays]** if their child will **not** be taking their scheduled CCA bus home.
- Any changes to a student's usual transportation arrangements should be communicated to the school before the applicable notification deadline.

Permission for students to remain on campus who are NOT registered for CCA or Athletics Activities

Secondary student wishing to remain on campus after school for any reason other than a registered athletics or other approved activity must receive approval from a Senior Secondary Administrator (Principal, Deputy Principal, MYP Coordinator, and DP Coordinator).

- Approved students will receive a pass that stipulates where they are permitted to work, as well as the requirement to depart the school campus no later than **4:30 p.m.**
- Students must wear the pass to demonstrate that they have permission to remain on campus.
- Students must remain in one of the three assigned locations, and may not move to other locations:
  - Secondary Office Area
  - Library
  - Alternative approved location under the direct supervision of a teacher.
- If a student is staying under teacher supervision, the supervising teacher must first gain approval from a Senior Secondary Administrator.
- Before leaving, students must return their permission pass to the Secondary Office (generally to the Secondary Secretary, or one of the Senior Secondary Administrators).
- A 5-minute warning for the departure of school buses will sound at **4:25 p.m.**
- Students must move immediately to their assigned school bus or have exited the campus by **4:30 p.m.** (unless accompanied by a parent).
- Only students participating in a formally registered athletics activity, or other approved activity may remain on campus after **4:30 p.m.**
- **Three final announcements are made at the end of the school day, relevant to all remaining students and parents:**
  1) **4:55 p.m.** 'End of Activities'
  2) **5:00 p.m.** 5-minute warning before the 'Close of Campus'.
  3) **5:05 p.m.** Departure of the final school bus and closing of campus gates.