



Kelly Gibbs, Ed.S, Principal
Jassimine Spann, M.Ed., Asst. Principal
Marion-Sterling PreK-8 School

August 2nd, 2024

Dear Marion-Sterling PK-8 Families:

Welcome Back! On Monday, August 19, 2024, we will begin the 2024-2025 School for all students in Grades 1-8. Kindergarten and Pre-K parents will be notified of start dates. Our school hours will be 8:35am – 3:05pm. Doors open at 8:10 am for breakfast. We are excited to announce that Ms. Jassimine Spann is the new Assistant Principal here at Marion-Sterling. She will greet all our families along with new/returning staff members at our Meet and Greet. (Further details will be provided below).

Entry procedures: All student walkers and students being dropped off by parents will enter the front door on 30th Central Avenue. Bus riders and district assigned van transported students will enter the building in the back parking lot and will be directed to the security checkpoint to get their bags checked. Please be advised that upon entering the building, parents and children will have their purses and/or backpacks scanned for safety purposes. Students will then be directed to the cafeteria if they are in grades 1-8 and when Kindergartners starts, if they arrive at 8:10 am, they will be directed to the media center until their teacher picks them up at 8:35 am. ***Pre-K students who are dropped off by a parent, please note that there is no classroom entry or drop-off available prior to 8:35 am.*** Pre-K and Kindergartners will be escorted to breakfast after the 1st breakfast dismisses. Students who eat breakfast in the cafeteria will sit at assigned grade level tables. Students will report directly to the cafeteria daily. There will be no access to classrooms or lockers until the students are picked up from the cafeteria at 8:35 am and escorted to their classroom by their teacher. Parents will not be allowed in the cafeteria during breakfast unless they are a CMSD approved volunteer. We will have staff members on site to greet and guide your students as they enter the building.

Furthermore, in accordance with state law and district policy please be reminded that, all students will turn their cell phones in to the assigned staff daily during breakfast. On the first day, students will be assigned a given number. They will place their cell phone in their assigned pouch for safe keeping. The cell phones will be stored and locked away until the end of the day. Assigned staff will then return their cell phones to them at the end of the day.

Families, please note that unless you have an appointment with a teacher or an administrator, we will not be available to meet with you as we are preparing for the instructional day. We ask that you leave a message with the secretary, for an administrator or teacher, to request an appointment so that we can be available to meet with you without interruption.

Dismissal will be staggered as indicated:

Staggered Dismissals will start at 2:50 pm for Pre-K and Kindergarten families. Parents will be allowed to enter the building at 2:50 pm to sign out their child for dismissal. Please be advised that if you have children in other grade levels, please adhere to the following times allotted for dismissal. Thank you in advance for your support as there are various dismissal procedures taking place and families must wait for children to be dismissed. If there is an emergency, we ask that you call the school and report your need for an early dismissal and you must arrive prior to 2:35 pm to enter the building. Otherwise, the security officer will be unavailable to open doors between 2:35 pm -2:50 pm as they are walking around in an effort secure the building for dismissal.

At 3:00 pm grades 3-8 will start the dismissal process:

- Bus riders will exit out the parking lot doors
- 3-5 students will exit out of the Central Ave. doors
- 6-8 students will exit out of the playground doors
- At 3:05 pm grades 1-2 will be escorted out of the building by their teachers. (Bus riders for grades 1-2 will be picked up by a staff member and escorted to their buses or vans daily).

All parents will receive access to online gradebooks, called My Hub, this year so that they may see their child's gradebook and monitor progress. Families are invited to attend ***our Marion-Sterling Meet and Greet, on Thursday, August 15th, 2024, from 3:05 pm-5:05 pm.*** We will have games and refreshments. We will have an ice cream celebration to kick off the school year! We look forward to seeing you there.

Sincerely,
Kelly Gibbs, Ed.S., Principal
Jassimine Spann, Asst. Principal

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