

**Saint Michael School**  
80 Maple Avenue  
North Andover, MA 01845

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## **BUS PROCEDURE**

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### **Arriving at the school:**

Students arriving on the bus in the morning or mid-day (kindergarten PM students) are dropped off on Maple Avenue. They are met by a staff member who escorts them into the school. Morning bus students will walk directly to their classrooms and will be met by their teacher. PM Kindergarten students arriving on the bus will be met by a teacher at 12:20p.m. in the Maple Ave Atrium and will line up in the Maple Ave Atrium while they wait for their teacher to arrive at 12:30p.m.

### **Departing the school:**

At 3:15p.m. dismissal, all students going home on the bus will be dismissed to the Maple Ave Atrium. They will sit in the appropriate bus line and will be supervised by 2 staff members. Students are escorted to the bus by a staff member. If the bus does not arrive at its scheduled time, please allow 10 minutes before calling the bus company at 978-686-0383. The bus company can tell you where the bus is in its route. The school does not have access to that information.