

Arrival & Dismissal Responsibilities

Arrival Procedures – start at 7:19am:

- Arrival map
- Teachers will be standing outside their classrooms to greet students at 7:19am. Children will go directly to their classrooms upon arriving at school. They will need to have their name checked off by the supervisor in the hallway if they grab breakfast. Adults on duty in the hallway need to make sure students are following social distancing protocol and heading straight to their classroom.
- Car riders will enter through the front doors and either go down the main hallway to their class or turn left and go through the gym if they are a 3rd/4th grader. The right-hand front doors need to be open during arrival/dismissal to have no contact entry to avoid transmission by student/adult hands.
- Bus riders will enter through the north doors and will go down the main hallway to their class and if they are a 3rd/4th grader they will go through the music hallway, through the gym and upstairs to class. The right-hand north doors need to be open during arrival/dismissal to have no contact entry to avoid transmission by student/adult hands.
- Specialists and classroom aides will be spread out along the hallways at 7:19am to ensure all are following Social Distancing rules.
- Breakfast tables will be located inside the front doors for car riders and inside the north doors for bus riders.
- At 7:40 a.m. when the bell rings, all students will be in their classroom eating breakfast or doing some class work. Every Monday (or first day of the week) we will have morning announcements over Zoom, mindfulness practices, say the pledge of allegiance, mission statement, and school song. All other days we will say the pledge of allegiance, mission statement, and school song. If you want an announcement to be read over the morning announcements, please email it to Erin or Kristen the day before it is to be read.
- The expectation is that all teachers and staff will participate/listen along with the announcements.
- Breakfast eaters need to be finishing by 7:50 a.m. (no later than 8:00am) and be ready to be a learner. We will try to adhere to this except for late bus arrivals.

Dismissal Procedures start at 2:38pm:

- Dismissal map inside and outside
- Blue Notes will be delivered to classrooms at 2:30pm. – all need to be back to their classrooms by this time. **At this time, children may only ride their assigned bus and no friends can go home on the bus with them.**
- Parents will be provided a yellow card to have posted in their vehicle for staff to see and call out student pickup without having to necessarily engage the parents. When another person comes to pick up their child the parent needs to make sure they have the card with them OR the parent will have to park and go into the office and show their ID to be approved to pick up.
- If a parent picks up their child early due to a medical appointment, illness, etc., it will be expected that families will call the front office when they arrive at the school and remain in their vehicle in front of the main office. A staff member will bring the child to the vehicle, check their identification, and assist them in signing out the student. Only

parents, guardians, or other individuals identified on the student's contact list, with appropriate identification, will be allowed to leave with the student.

- There will be no dismissal changes made within 15 minutes of the regular end of the school day.
- **2:38pm** – Adventure Club students are dismissed for K-5. They walk to the cafeteria and specialists watch to make sure they are socially distanced as they walk down.
- **2:40pm** – Bell rings. Bus riders are taken to the buses. Please always walk on the right side of hallways and sidewalks, maintaining social distancing.
- **2:41pm** – Casie will announce the first 10 car riders over the PA system and then Shanna will continue with the next 10 over the radio. Then she will pause and Angie will announce Walk-Ups. Then Shanna will continue with car riders. Please always walk on the right side of hallways and sidewalks, maintaining social distancing.

**Remember we have 7 minutes to get the buses off.

Bus Riders

- Bus riders will walk out with a grade level teacher except for Kindergarten who will have an assigned supervisor.
- Bus riders will exit through the north doors to load buses.

Car Riders

- Teachers will review the process with their students. They will teach their car riders to listen for their name and hold up their fingers for the cone number they are to meet their parents at.
- Car riders will sit socially distanced (3ft) in the hallway outside their classrooms with their coats on and their stuff already to go. They will be supervised by a grade level teacher or supervisor.
- Shanna will write down the first 20 names from the car line beginning at 2:30 and will have the cars pull forward to the first cone. As soon as the bus riders start heading out the doors, Casie will call the first 10 car riders over the PA System so they can start walking toward parent pick-up. Shanna will show parents on her fingers which cone their child will be waiting at.
- We will have 5 cones for parent pick up. #1 will be down by the yellow sign in front of Angie's office and they will go from 1 to 5 back to the flagpole. Cars will pull up to the cones and when names are called, they will need to listen to which cone to go to. She will call 5 cars, pause then call the next 5, pause, then the next 5 and continue until we are done. The pause is to allow the rider time to get to the cone. Shanna will need to keep signaling the cars to move forward.
- Parents will be encouraged to stay in their vehicle. If their child is unable to buckle themselves into their car seat, the parent will need to pull forward past the yellow sign toward the PTA shed, stop, and take care of it there. This will help the line continue to move.
- Parents will be encouraged to have students load and unload their vehicles from the passenger's side of the car. We do not want students walking into the road to load the vehicle.

Walk-Ups

- If we have walk-up parents, we will call them during Shanna's pause between the 5th and 1st cars. The parents will walk up from the guest lot to the crosswalk and not cross.

Angie will be standing at the crosswalk and call students and then help them across the crosswalk to their parents.

- Students are not to walk unattended among vehicles in the parking lot or circle drive.
- Any students not picked up by 3:00 must be brought to the office and we will call their parents.

- Kindergarten
 - Teachers stay in the classroom with car riders.
 - Stephanie will take Creasy's class out to their bus and then go to the 5th cone at parent pick up.
 - Kelli will walk McCormack's class out to their bus and then go to the 4th cone at parent pick up.
- First Grade
 - One 1st Grade teacher will wait in the hallway with the 1st grade car riders.
 - One 1st Grade teacher will take the bus riders out to the buses.
- Second Grade
 - One 2nd Grade teacher will wait in the hallway with the 2nd grade car riders.
 - One 2nd Grade teacher will take the bus riders out to the buses.
- Third and Fourth Grade
 - 3rd and 4th Grade students will go to the gym and each class will sit socially distanced against one wall each in the gym.
 - One 3rd and one 4th Grade teacher will wait in the gym with the 3rd and 4th grade car riders.
 - One 3rd and one 4th Grade teacher will take the bus riders out to the buses.
- Fifth Grade
 - One 5th Grade teacher will wait in the hallway with the 5th grade car riders.
 - One 5th Grade teacher will take the bus riders out to the buses.

***Kristen** – after bus riders are gone, please assist in the main hallway with car riders.

***Ashlyn** - at the front door helping kids remember their cone # and direct them.

***Geoffrey and Carrie** – when you don't have IEP/SPED meetings, please assist in the gym and main hallway with car riders.

UPDATE 10-23-20