

Dismissal

PURPOSE AND RATIONALE

There are a lot of moving parts during dismissal given that the entire building is transitioning all at staggered times. There are hundreds of children who all need to get to the right place in a very short period of time and keeping our scholars safe is our number one priority. Just like we start the day, our dismissal process must ensure safety, predictability, and consistency to keep our students and families safe. Knowing that dismissal is our last touch point with scholars, we want to ensure they leave with a smile and are looking forward to the next day.

There are a few key components that are critical to the success of a Dismissal¹:

- Staff members are actively scanning/monitoring all dismissal locations ensuring scholars are safely transitioning
- Bus Captains and Bus Monitors are actively scanning/monitoring while scholars move through each portion of Dismissal
- Bus, Captains, Bus Monitors, Teachers and OPS are responsible for ensuring all scholars are sent home via the correct dismissal method
- Scholars report directly to their dismissal area

ROLES AND RESPONSIBILITIES

Ownership, Accountability and Preparedness

¹ **Note:** To ensure that the expectations for Dismissal are developmentally appropriate, the system owner should consider differentiated portions by grade level. Systems owners must ensure the common picture is clear with strong rationale and there is appropriate gradual release with independent expectations.

<p>Owner(s): Classroom Teacher(s)</p> <p>Non-Negotiables:</p> <ul style="list-style-type: none"> ● Scholars remaining at their seats until time to dismiss from the classroom ● Teachers position themselves strategically throughout the routine to maximize scholar visibility ● All scholars must have a pass prior to leaving class for the bathroom ● All teachers are ready for appropriate dismissal by their designated time ● All Dismissal changes must be communicated by family to Main Office only before 2:00 pm to ensure time for follow through <ul style="list-style-type: none"> ○ Should a family reach out to you, teacher, regarding dismissal change, kindly direct them to the Main Office 	<p>Materials:</p> <ul style="list-style-type: none"> ● Completed binders ● Choice Time materials (Chromebooks or Independent Play Materials) ● Bus, Van, Dismissal Sheets ● EOD Dismissal Video
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MINUTE BY MINUTE: DISMISSAL

Component	Vision	Teacher Actions	Scholar Expectations
Prior to Dismissal	<p>Prior to dismissal, LT, Ops, and supporting staff members work collectively to ensure everything is in place for a smooth dismissal. Given that PM homeroom monitors are also dismissal monitors, it's important that we list specifically what each team member is doing and how their roles shift from PM Homeroom to dismissal. See more details below:</p> <ul style="list-style-type: none"> - Dismissal Captain (Mrs. Brydie) - This is the owner of dismissal. The Dismissal Captain will ensure all walkies are charged and ready to go for dismissal daily. They will also communicate any changes or FYI's for dismissal. After ensuring everything is on track for dismissal, they will report to their dismissal post. - LT (Ms. Ginder) - After completion of their PM Homeroom duties, they will obtain their walkie and report to their dismissal post 		N/A

	<ul style="list-style-type: none"> - Ops (Mrs. Brydie, Ms. McMullen) - Will will obtain their walkie and conduct a walkthrough to ensure all dismissal locations are prepared and ready to go. Afterwards, they will report to their dismissal post. - Culture Team (Dr. Taylor) - After completion of their PM Homeroom duties, they will obtain a walkie and then report to their dismissal post. - Bus Captain (Ms. Conners) - After completion of their PM Homeroom duties, they will obtain a walkie and report to their dismissal post. - Bus Monitors - After transitioning scholars into the cafeteria, Advisor #2 will become Bus Monitors. - Dismissal Monitors (Ms. Gathers, Ms. Ginder) - After completion of their PM Homeroom duties, they will report to their dismissal post. 		
<p>Family Pick-up (3:55)</p>	<p>After scholars are dismissed from the PM homeroom, they will transition with the Dismissal Monitor and Bus Captain using their designated staircase. Upon approaching the ground level landing, the Teacher will escort pick-up scholars to the Main Office.</p>	<p>Adult Supervision/Actions: All Grades</p> <ul style="list-style-type: none"> • Once the transition starts, Dismissal Monitor and Bus Captain will monitor the front to middle of the line. • Upon arriving to the ground level landing of their designated staircase, Advisor Dismissal Monitor and Bus Capatin will continue to transition scholars to holding area 	<p>Scholar Actions:</p> <ul style="list-style-type: none"> • Scholars being picked up will wait inside designated holding area
<p>Bus Scholars (4:00-4:10)</p>	<p>Bus scholars will continue transitioning to holding area. Once there, scholars will line up on their Bus line. The Bus Captain will walkie to the bus monitors that buses have arrived and monitors will begin transitioning scholars one bus at a time.</p>	<p>Adult Supervision/Actions:</p> <ul style="list-style-type: none"> • Dismissal Monitor and Bus Captain will continue transitioning bus scholars to the holding area. • Dismissal Monitor and Bus Captain will give scholars clear and concise directions to line up • Afterwards, Dismissal Monitors awaits notification from the Bus Captain that buses have arrived. • One notified, Dismissal Monitors will begin dismissing scholars in the order that buses arrive. • Each bus has their own Dismissal Monitor who's responsible for 	<p>Scholar Actions:</p> <ul style="list-style-type: none"> • Bus scholars will continue to transition to the designated holding area • When cued, will be dismissed by their Bus Monitor

		<ul style="list-style-type: none"> • transitioning scholars to their bus. • Dismissal Captain (Mrs. Brydie) sends Parent Square message to families to inform of bus departure 	
<p>Late Pick-up (4:15)</p>	<p>At 4:15, the Dismissal Captain/LT Dismissal Monitors and Teachers will transition all remaining scholars into the building for late pick-up. Each grade will transition scholars to the main office. Scholars will remain in the main office until a family member arrives.</p>	<p>Adult Supervision/Actions: All Grades</p> <ul style="list-style-type: none"> • At 4:15 PM, the Dismissal Captain • Teachers will transition remaining scholars to the Main Office • Upon arriving to the Main Office the Dismissal Captain takes informal attendance by counting the number of scholars signed in and the number of scholars in the room to ensure every child is accounted for • When a scholar is called to be dismissed, a staff member reminds them to take all of their belongings and dismisses them to the dismissal door for pick up. • At 4:30, the Dismissal Captain will call families for scholars that have not been picked up. 	<p>Scholar Actions:</p> <ul style="list-style-type: none"> • Remaining scholars will transition to their designated late pick-up location. • Once dismissed, transition to the dismissal door to meet family.