



## Meridian PCS SY 22-23 Elementary School Arrival and Dismissal Plan

### Arrival Plan Expectations:

- All staff assigned a morning duty should report to their duties starting at **7:55am** ending at **8:25am**.
- Staff not able to report to their morning duties should notify Business Operations Coordinator (**need to identify someone also on admin team**) immediately
- Staff should actively monitor students' arrival while on duty
- No usage of cell phone or hurdling in groups to have personal conversation
- Staff should greet students and parents as they pass their assigned zones
- Doors open at **8am** for arrival procedures to start
- PreK3, PreK4 should use the PreK ramp door
- Kindergarten-2nd grade class should use the main entrance door
- **Classes located on the 2nd floor W Street side should use the W Street Door**
- **Classes located on the 2nd floor V Street side should use the V Street Door**
- Parents in grades **PreK3, PreK4**, will be allowed to enter the building until **September 12th, 2022**. **Starting September 12th, 2022**, parents are not permitted to enter the building past the drop off point.

### Breakfast Expectations:

- **PreK3-2<sup>nd</sup>** grade will eat breakfast inside of their assigned classrooms
- **3<sup>rd</sup>-5<sup>th</sup>** grade will be eating in their assigned classrooms.

### Cellphone Collection:

- All Cellphones should be collected from students as they enter their homerooms.

### 5th Arrival Locker Plan and Cellphone Collection

- **5th grade** students enter the building and report to their lockers and then will report to their homerooms.
- ALL 5th Grade Teachers need to be in the hallway when students are at lockers.

### Classroom Doors:

- All classroom doors should remain open until 8:30am each day
- Teachers should stand at their door each day to greet students daily

---

## **Afternoon Dismissal Expectations:**

- All staff should report to their duty post by **3:25pm** each day Monday, Tuesday, Thursday and Friday; on Wednesday's they should report to their post by **12:55pm**
- Staff not able to report to their afternoon duties should notify Business Operations Manager immediately
- Staff should actively monitor students' arrival while on duty
- No usage of cell phone or hurdling in groups to have personal conversation
- Staff should greet students and parents as they pass their assigned zones
- Staff should remain on Duty post until **3:45pm**
- Dismissal will start at **3:30pm (Second bell) for grades 3rd-5th grade**-At this time only these students and teachers should be moving through the hallways.
- \*Wednesday's only- dismissal will start at **1:00pm (Second bell) for grades 3rd-5th grade**-At this time only these students and teachers should be moving through the hallways
- Dismissal will start at **3:25pm (First bell) for PreK3-2nd grade**- \*Wednesday's only- dismissal will start at **12:55pm (First bell) for grades PreK3-2nd grade**-At this time the building should be cleared of all upper grades and will allow parents to move throughout the building
- Students attending after school clubs or programs should report directly to the designated locations beginning at **3:35pm (Third bell)**

### **5th Grade Dismissal Locker Plan:**

- **5th grade** will go to lockers at **3:20/ Wednesdays** will go to lockers at **12:50pm**. Teachers should be in the hallway monitoring students
- Students will report back to their last class of the day to be dismissed via walkies.
- Expectation is that students take everything they need when dismissed

### **Teacher expectations for dismissing students:**

- Teachers should have classroom doors open at **3:15pm** each day and **12:45pm** on Wednesdays for afternoon announcements
- Teachers should not start dismissal procedures until the afternoon announcements
- Teachers should enforce the 100% ID check for any unfamiliar person picking a student up during dismissal
- Teachers will need to have walkies-talkies turned on to the assigned stations:
  - PreK3 – Classrooms - Channel 1
  - PreK4 – Classrooms - Channel 2
  - Kindergarten- Classrooms - Channel 3
  - First Grade- Classrooms - Channel 4

- 
- Second Grade – Classrooms - Channel 5
    - Third Grade – Classrooms - Channel 6
    - Fourth Grade - Classrooms - Channel 7
    - Fifth Grade - Classrooms- Channel 8
    - Administration - Channel 9
  - Teachers should dismiss students from the following locations:
    - PreK3 - Lower-Level Hallway
    - PreK4 - Lower-Level Hallway
    - Kindergarten - Classrooms
    - First Grade - Classrooms
    - Second Grade - Classrooms
    - Third Grade - Classrooms
    - Fourth Grade - Classrooms
    - Fifth Grade - Classrooms
  - Teachers should monitor students and have them in a single file line during the entire dismissal process.
  - Teachers PK-2 will move to their outdoor duty posts at **3:25pm/12:55pm (First bell)** and begin dismissal.
  - Teachers/Staff with a PM duty post should report to their assigned duty at **3:25pm/12:55pm (First bell)**.
  - Teachers 3-5 will begin dismissal at **3:30pm/ 1:00pm (Second bell)**.
  - Students who are attending after school club will be dismissed to the assigned rooms starting at **3:35pm/ 1:05pm (Third bell)**.
  - Students attending any aftercare program housed at Meridian PCS will be dismissed to the assigned areas at **3:35pm/ 1:05pm (Third bell)**.
  - Students attending external aftercare programs will be dismissed to the gym at **3:35pm/ 1:05pm (Third bell)**.
  - Students picking up younger siblings will walk out the V Street exit and reenter the building through the ramp or front door
  - Students who are waiting for siblings to be picked up from the middle school should be escorted to the late pick-up room at **3:45pm/1:15pm**.

### **Inclement Weather Dismissal Expectations:**

**During inclement weather days we will implement the following dismissal procedures.**

- Teachers should have their doors open at **3:15pm (Monday, Tuesday, Thursday and Friday) and 12:45pm (Wednesday)**
- Teachers should not release any students until the announcements start.

- Teachers should dismiss students from the following locations:
  - PreK3 – Classrooms
  - PreK4 - Classrooms
  - Kindergarten - Classrooms
  - First Grade - Classrooms
  - Second Grade - Classrooms
  - Third Grade - Classrooms
  - Fourth Grade - Classrooms
  - Fifth Grade - Classrooms
- Teachers should monitor students and have them in a single file line during the entire dismissal process
- Students who attending after school club will be dismissed to the assigned rooms
- Students attending any aftercare program housed at Meridian PCS will be dismissed to the assigned areas.
- Students picking up younger siblings will walk to the designated classroom and pick up the sibling
- Students who have siblings at the middle school will be sent to the gym at dismissal time

**Remaining students at 3:45pm/1:15pm expectations:**

- Classroom teachers with students remaining at **3:45pm/1:15pm** should contact parents for status update and remain outside until **3:50pm/1:15pm**.
- At **3:50pm/1:15pm**, any student remaining should be taken to the holding room (**multi-Purpose room**) and will be monitored by a Meridian staff member

**Canceling of after-school programs, clubs, surrounding areas closures and early dismissal due to inclement weather (starting at 2pm)**

- Additional staff will be identified to support the front desk (Family Engagement Team and Operations Team)
- Teachers will need to ensure all walkies are turned on and walkies are being answered to receive the messages.
- Station individuals on each floor with a walkie to receive the student's name and information from the front desk
- Two individuals will be assisting at the front desk with PowerSchool access
- PreK wing will have some additional staff to support with escorting students
- Early Dismissal will go until **12:30pm** (Wednesdays) and **3:00pm** (Monday-Fridays) except for inclement weather (**12:50pm/3:20pm**).