

Tobin K-8 Dismissal Plan SY'2018-2019



1. At 4:00 P.M. The following announcement is read by school leadership:

The academic day for students in grades K-8 has concluded.

- *All walkers and bus students will transition to designated locations by class/team.*
- *All middle school educators will transition and supervise walker students from lockers quietly and safely across the bridge and down the stairs to exit doors near the cafeteria.*
- *All Young Leader and Ubuntu Academy bus students must now report to room 104.*
- *All students in after school programs should now report to the cafeteria.*

Bus Folders in Main office:

• All educators with a bus assignment below must pick up the designated bus folder from the main office prior to 4:00pm. Bus folders will be ready for pick-up after 10:15am each morning! Educators and staff are expected to execute the dismissal protocol with fidelity. As a result, students will be accounted for at the correct time and correct place throughout the dismissal plan and board busses in a timely fashion.

Bus Number:	Educator Pairings:	Students:
Bus B452	Ms. Cennamo Mr. Gordon	43
Bus B460	Ms. Harvey/Connolly Ms. Rosa Mr. Zimmerman	63
Bus B505	Ms. Mallon/Mr. Samuels (After initial dismissal duty)	21
Bus B506	Ms. Almeida Ms. Cunnion	15
Bus B422	Ms. Gray *Ms. Paulson (Float for K0/K1/K2)	16
Bus HS367	Ms. Macdonald, *Ms. Paulson (Float for K0/K1/K2)	12
Bus MS152	Ms. Barry	7
Bus MS228	Ms. Verdu	7

Designated Bus & Walker Classrooms:

- Smith Street facing classrooms designate as bus classrooms.
- Back parking lot facing classrooms designate as walker classrooms.

K0/K1 Classrooms and K-5 After School Program Transition:

- **Ms. Paulson and Ms. Valdez** will transition bus students from HR108 and 109 to the garden level outside of HR001/002 and supervise students waiting for busses.
- **Ms. Aird and Mr. Patrick** will transition walker students from HR108 and 109. Ms. Aird will remain with students in the outside parent pick-up area until parents pick up children. Mr. Patrick will return to the main lobby to support after school students as they walk with fellow educators and paraprofessionals to the designated afterschool program tables in the café.

- **Ms. Perez** will pick-up afterschool students from garden level classrooms and transition students to designated afterschool program tables in the café.
- **Ms. Colon** will pick-up afterschool students from first floor level classrooms and transition students to designated afterschool program tables in the café.
- **Mr. Samuels** is posted at the cafeteria doors to receive After School students from paraprofessionals, Ms. Colon and Ms. Valdez. Mr. Samuels will remain at this post until Tobin After School students are picked up by Boston's Bridge to Excellence staff. Mr. Samuels will then transition to the parking lot to support transition of middle school students from school grounds and then pick-up B505 students.

Team 1 - Young Leaders Academy

- Room 208: **Ms. Abbate-Vaughn** will transition/host after-school students to the café and walker students from HR208, 209 and 211
- Room 209: **Ms. Verdu** will transition/host walker students from HR209 to HR208 and then pick-up students for bus MS228.
- Room 211: **Ms. Darchuk** will host/transition bus students from HR208, 209, and 211 in HR104.

Team 2 - Sunshine Academy (Ms. Mallon oversees Sunshine Academy hallway)

- Room 001: **Ms. Robinson** will transition/supervise walker students from HR001 and HR002.
- Room 002: **Ms. Valentin** will supervise bus students from HR001 and HR002.
- Room 003: **Ms. Ogarra** will supervise bus students from HR003 and 007.
- Room 004: **Ms. Jones** will supervise bus students from HR004.
- Room 005: **Ms. Scott** will supervise bus students from HR005 and HR006.
- Room 006: **Ms. Sikder** will transition/supervise walker students from HR005 and 006.
- Room 007: **Ms. Hall** will transition/supervise walker students from H003, 004 and 007.

Team 3 - Peace Academy (Ms. Liu oversees Peace Academy hallway)

- Room 101: **Ms. Byars** will transition/supervise walker students from HR101 and 102.
- Room 102: **Ms. McNamara/McKendall** will supervise bus students from HR102 and 103.
- Room 103: **Ms. Sandy** will transition/supervise walker students from HR103.
- Room 104: **Ms. Alonzo** will transition/supervise walker students from 104.
Ms. Darchuk transitions YLA (HR208, 209, 211) to HR104 to join K2 walkers from HR104.
- Room 105: **Ms. Romero** will supervise bus students from HR105 and 106
- Room 106: **Ms. Ekhomu** will transition/supervise walker students from 105, and 106.

Team 4 Ubuntu Academy Educators:

- **Ms. Cunnion**, will transition/supervise walker students enrolled in HR203 from lockers quietly and safely across the bridge, down the stairs to exit the door near the cafeteria. Ms. Cunnion will then pick up students for B506 from Sunshine Academy floor.
- **Ms. Lioz**, will transition/supervise walker students enrolled in HR204 from lockers quietly and safely across the bridge, down the stairs to exit the door near the cafeteria. Ms. Lioz will then supervise students scheduled for Tardy dismissal.
- **Ms. Cennamo**, will transition/supervise walker students enrolled in HR205 from lockers quietly and safely across the bridge, down the stairs to exit the door near the cafeteria. Ms. Cennamo will then pick up students for B431 with designated colleagues.
- **Ms. Almeida**, will transition/supervise walker students enrolled in HR207 from lockers quietly and safely across the bridge, down the stairs to exit the door near the cafeteria. Ms. Almeida will then pick up students for B506 from Peace Academy floor.
- **Mr. Zimmermann** will transition/supervise all MS bus students across homerooms quietly and safely down stairwell near H205 to HR004 with Ms. Jones. Mr. Z will then pick-up students for B434 with designated colleagues.

Walker Students Supervision:

1. Designated “walker” educators will escort students out the back door past HR005/006 as soon as all walker students arrive to designated classrooms.
2. Designated “walker” educators will supervise walker students in the outdoor classroom facing Smith Street awaiting families. Note, during inclement weather students will remain in the driveway of and/or just inside the vestibule area by HR005/006.
3. Designated “bus” classroom educators will line up bus students in classrooms by bus numbers in attendance order. As a result, educators picking up students can account for students efficiently and ensure timely boarding and release of bus assignments.

After-School Program Supervision:

- **Mr. Samuels** is posted at the cafeteria doors to receive After School students from paraprofessionals, Ms. Colon and Ms. Valdez. Mr. Samuels will remain at this post until Tobin After School students are picked up by BBTE staff including Ms. Sophia-Rice. Mr. Samuels will then transition to the parking lot to support transition of middle school students from school grounds and then pick-up B505 students.

2. At 4:10 P.M.

- Mr. Holly/Ms. Kinney will (1) communicate bus numbers to Mr. Toledano, (2) supervise walker students transitioning to Smith street and (3) support teachers transitioning students to busses.
- Mr. Toledano will begin calling busses on intercom two at a time or one at a time depending on the size of the bus. As soon as those busses are announced, teachers in bus classrooms will have students on those busses in line order by the door inside the classroom to wait to be picked up by primary bus teacher.
- All educators with a BUS ASSIGNMENT (listed on p.1) will begin picking up students when designated busses are called on the intercom system. Mr. Samuels will remain in the parking lot until 4:25pm to ensure that all walker students have transitioned from school grounds.

3. After 4:25pm:

Designated “walker” educators will transition walker students to the main office for pick-up. We ask all educators to call families to confirm a family member is coming to the school. We will provide a call sheet in the main office for educators to document the phone calls. As a result, we can build a case file to communicate with families who arrive later on a frequent basis.

School leadership will rotate supervision of bus students either outside on the field or inside the school during inclement weather near HR001/002. Educators will account for students on busses in the bus folder and offer the folder to either Mr. Toledano, Mr. Holly or Ms. Kinney on rotating duty prior to departing.

School leadership will make intercom announcements regarding transition of bus students remaining after 4:25pm if/as necessary.