

# Tobin K-8 Dismissal Plan SY'2017-2018



## **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 Team 1 (HR208, 209, 211) and Team 4 Middle School bus students must now report to room 104.*
- *All students in after school programs should now report to the cafeteria. All Teachers in grades K-5 should now transfer their students to the appropriate walker and bus student classrooms for dismissal.*

### **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.

<b>Bus Number:</b>	<b>Educator Pairings:</b>	<b>Students:</b>
Bus B403	Ms. Cennamo / Ms. Jones	34
Bus B416	Ms. Barry/Ms. Harvey	30
Bus B417	Ms. Almeida/Ms. Patilla	43
Bus B418	Ms. Rosa / Mr. Zimmermann	38
Bus B554	Ms. Lioz / Mr. Nikou	31
Bus MS227	Ms. Verdu	8
Bus MS141	Ms. Kelley	7
Bus WB906	Ms. Kinney	1

### **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. Richards** is posted at the cafeteria doors to receive After School students from paraprofessionals, Ms. Colon and Ms. Valdez. Mr. Richards will remain at this post until Tobin After School students are picked up by BBTE staff including Ms. Gabrielle Kaufman (BBTE Site Coordinator). Mr. Richards will then transition to the parking lot to support transition of middle school students from school grounds.

### **Team 1 Bridge SEI Classrooms:**

- 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 cover bus MS227.**
- Room 211: Ms. Darchuk will host/transition bus students from HR208, 209, and 211 in HR104.

### **Team 2 Garden Level Classrooms:**

- Room 001: Ms. Valentin will transition/supervise walker students from HR001 and HR002.
- Room 002: Ms. Robinson will supervise bus students from HR001 and HR002.
- Room 003: Ms. Miranda will supervise bus students from HR003 and 007.
- Room 004: Mr. Murray 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 First Floor Classrooms:**

- Room 101: Ms. Byars will transition/supervise walker students from HR101 and 102.
- Room 102: Ms. McNamara/McKendall will supervise bus students from HR101 and 102.
- Room 103: Ms. Sandy will supervise bus students from HR103 and 104.

- Room 104: Ms. Alonzo will transition/supervise walker students from HR103 and 104. **Note, Ms. Darchuk will transition/supervise students from Team 1 (HR208, 209, 211) and Team 4 Middle School bus students to room 104.**

- Room 105: Mr. Gordon will supervise bus students from HR105 and 106

- Room 106: Ms. Connolly will transition/supervise walker students from HR104, 105, and 106.

### **Team 4 Middle School Educators:**

- **Ms. Lioz**, 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. Patilla**, 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. 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. 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.

- **Mr. Zimmermann** will transition/supervise all MS bus students across homerooms quietly and safely down stairwell near H205 to HR104 joining Team 1 (SEI students) with Ms. Darchuk.

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

## **2. At 4:10 P.M.**

- Mr. Holly/Ms. Maginnis will call communicate arrival bus numbers to Mr. Toledano in the main office.

- Mr. Toledano will begin calling busses over the loud speaker and announce busses 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. Richards 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.