

Tobin K-8 Dismissal Plan SY'2020-2021



At 3:55pm, Grade 6-8 educators will release walkers to exit the school.

At 4:00pm, Principal Toledano will read the following announcement.

The academic day for students in grades K-5 has concluded. We will now execute our dismissal plan.

Walker Students by Academy:

Students will remain in regular homerooms during dismissal in our common effort to sustain social distancing and use of hallway space throughout the dismissal plan.

- MS students **without** siblings exit across the walkway, down those stairs, and out the cafe door.
- n MS students **who are picking up siblings** will exit the elementary walker door (near 006) - staff will communicate to have the sibling sent outside to meet them in the waiting area (i.e., they should not pick them up on their own)

Ms. Ekhomu will communicate with designated Academy staff below to transition students to families as parents arrive.

- Ms. Ekhomu/Sandy: Monitor walker dismissal door, and communicate to teachers about parent/caregiver arrival
- Mr. Sheehan: Transition and wait in Sunshine hallway with walkers from 109
- Ms. Kendall/Harvey: Transition and wait in Sunshine hallway with walkers from 208/209
- Ms. Jannet/Ginnelle: Monitor Peace hallway as walkers transition downstairs

Common Area Supervision:

- Ms. Almeida will monitor the Ubuntu/YLA Academy bridge upstairs until 4:25pm
- Ms. Ogarra will monitor the lower school parking lot until 4:25pm

Bussing Students by Academy:

- Mr. Holly and Ms. Perez are the designated team on post on Smith Street to check in busses, call busses to Principal Toledano or designee and support physical distancing of students as they transition from homeroom to busses.
- **All Homeroom teachers** will host bussing students in designated regular homerooms.
- **Sunshine Academy Homerooms** – **Designated staff assigned to busses on p.2** will pick-up and transition students from Sunshine Academy homerooms, as busses are called, with appropriate physical distancing.
- **Peace Academy Homerooms** – **Designated staff assigned to busses on p.2** will pick-up and transition students from Peace Academy , as busses are called, with appropriate physical distancing.
- **Young Leader Academy Homerooms** – **Designated staff assigned to busses on p.2** will pick-up and transition students from HR208 and HR209, as busses are called, with appropriate physical distancing.

K0/K1/K2/ABA Classrooms:

K0/K1/K2 and ABA Team:

Ms. Connery, ABA Program Specialist
*Ms. Gens / ^Ms. Valdez
*Ms. Popstein / ^Ms. Williams
*Mr. Wallace/Mr. Patrick, HR109
*Ms. Bonilla, HR001
*Ms. Colon, HR104

Post/location:

Classroom welcome student/families breakfast
*Classroom 108 Pick-up, ^Main entrance deck to bus
*Classroom 211 Pick-up, ^Main entrance deck to bus
*Classroom 109 pick-up/transition students to bus
*Classroom 001 pick-up/transition student(s) to bus
*Classroom 104 pick-up/transition student(s) to bus

Pickup Bus Folders in Main office:

- Bus Transition Staff will pick up bus folders from the main office by 3:45pm each day. Mr. Holly, Ms. Perez will collaborate with bus transition staff to account for students using weekly bus rosters as students board the school bus.

Bus Number: Students: Bus Transition Staff Assignment:

B496	N=34	Ms. Cennamo and Ms. Liu
B531	N=24	Ms. Barry and Mr. Poremba
HS339	N=15	Mr. Gordon
HS426	N=9	Ms. Rosa & ABA staff
MS016	N=2	Ms. Rosa & ABA staff

Total 84

Student Bus Rosters:

- Bus rosters are updated on Monday of each week. Changes in bus assignments, bus stops etc will be communicated with HR teacher by main office staff.

M7 MBTA Passes:

M7 MBTA passes will be available for school leaders to pick up beginning October 1, 2020. Please click [this link](#) to schedule a time to pick up your M7 passes. When filling out the form please include all requested information. M7 pass pickup will be available by appointment only. Walk-in appointments will not be accepted.

Location: M7 passes should be picked up from the Bolling Building, at 2300 Washington Street Roxbury, MA 02119, in the Lobby.

Contact: If you have questions or concerns please contact Rosalie West by email at rwest2@bostonpublicschools.org or by phone at 617-635-6054 prior to coming into the building.

Assign M7 Passes: If an employee at your school needs access to assign M7 passes to students please contact OIIT at aspen@bostonpublicschools.org.

Train on M7 Pass Assignment: If you have a new employee or staff member that needs to be trained on T-Pass assignment please click [this link](#). Please contact OIIT at aspen@bostonpublicschools.org.

Get more Buffer Passes: If your school runs out of buffer passes please click [this link](#) and follow the step by step instructions. Passes will be available for pick up within 24 hours. An email will be sent confirming pass pick up time and location. You are required to wear a mask and sign in to the Visitor's Log upon entering the building.