

Pointer Ridge Elementary School
2019-2020
Dr. Mary Stephenson, Principal
Susan Holiday, Instructional Director

AP 5090 School Arrival and Dismissal Procedures
Transportation Coordinator: Kendra Gatto, Reading Specialist

Arrival Procedures:

1. Students will enter the building through the main entrance upon arrival to school.
2. Students who are enrolled in the Before/After Care program will enter through the gym doors. Before/After Care staff are responsible for opening and closing the doors to their area.
3. Students will line up by grade level under the awning when they arrive. If there is inclement weather, students will line up in the main hallway until it is time to move to their hallway.
 - Students who walk to school will use the sidewalks on both sides of the school.
 - Students who ride a bus will exit their bus at the front door. **Only busses are allowed in the circle during morning arrival. Cars are not permitted in the circle until 8am when all buses have arrived. Cars are not permitted in the circle when a bus is in the circle.**
 - Students who arrive in a car: Cars will use the side parking lot to drop off their students. Students will use the sidewalk to enter through the main lobby.
4. Bus arrival will be monitored by a staff member.
5. At 7:30 am, students will line up in their grade level assigned hallway. They will be monitored by a staff member.
6. At 7:35 am, students are sent to their classrooms.
 - Students are greeted at their classroom door by their teacher.
 - Students are provided breakfast in their classrooms.
7. At 7:45 am, students who are late to school are given a tardy slip.
 - Morning announcements are made at this time.
8. Students who arrive after 7:55 am, must be signed in by a parent in the main office.
9. All visitors to the building are sent to the office to sign in and receive their visitor pass. Identification is scanned using the Raptor system.

Morning Duty Post Assignments:

Main Office:

Dr. Mary Stephenson, Christine Vaughn, Karl Pomera

Main Lobby and Monitor Bus Arrival:

Kendra Gatto, Christina Screven

Kindergarten Hallway:

Juliet Palisac

First and Second Grade Hallway:

Amanda Lundstrom

Third and Fifth Grade Hallway:

Diane Brice-Williams

Fourth Grade Hallway: Alice Hill

Car drop off area: Samantha Buker

Parking lot entrance: Hugh Harris

Classroom Doors: Assigned Classroom Teachers

Dismissal Procedures:

1. Students who are dismissed prior to 1:45pm are signed out in the office. Office staff checks adult identification and release information. Identification is scanned using the Raptor system.
2. Changes in transportation for a student must be in writing from the parent/guardian.
3. Dismissal of students begins at 1:45pm. Afternoon announcements are made.
 - Early departures are not permitted after 1:45pm.
 - Van Riders are dismissed to the cafeteria and supervised by a staff member and their van drivers.
 - Before/After Care students remain in their classrooms until their teacher arrives to take them to the gym.
 - Kindergarten Helpers are dismissed to their assigned classrooms.
 - Sign Holders and Patrols are dismissed to the main lobby to prepare for their duty post.
 - As busses arrive, a bus sign is placed on the pole indicating route and color of the bus in order of arrival. Sign holders stand near their bus with a correlating sign for route and color of bus so students can easily identify where their bus is located.
 - All bus riders for grades K-5, exit the building using the front door.
 - All walking students grade 1-5, exit the building using the front door.
 - All walking students in Kindergarten are picked up by their parents/guardians using the side door at the end of the Kindergarten Hallway. Kindergarten teachers are responsible for making sure the doors are secure at all times.

4. At 1:50pm, Kindergarten bus riders are escorted to their bus by their helper. Each Kindergarten student who rides a bus must wear a vest while riding the bus.
5. After Kindergarten students are on their bus, the remainder of the bus riders for Grades 1-5 are dismissed to board their bus.
 - In the event that a bus is late arriving, those bus riders are placed in the cafeteria with a staff member.
6. At 1:55 pm (or when all busses have left the school circle), walkers are dismissed.
 - Cars are permitted in circle at this time to pick up their students.
 - Students are monitored by staff members.
 - Walkers are crossed at the crosswalks.
 - Parents are notified when a student remains at school.

Afternoon Duty Post Assignments:

Main Office:

Dr. Mary Stephenson, Christine Vaughn, Karl Pomeria

Classroom Doors: Assigned Classroom Teachers

Cafeteria: Christina Screven

Main Lobby: Juliet Palisoc

Fifth and Third Grade Hall: Diane Brice-Williams

Outside Duty Posts: Samatha Buker, Kendra Gatto, Hugh Harris, Amanda Lundstrom