

Common Area Procedures

Common Area: P.M. Dismissal Procedures

Goal: Students will exit the building and proceed in a safe, orderly manner to their designated areas showing courtesy and respect to others.

Looks Like	Sounds Like
<ol style="list-style-type: none">1. Follow hallway rules to the exit door.2. During the first two full weeks of school, all kindergarten students (car riders/ after-school/ bus) will be dismissed by the first announcement3. All after school students and car riders will be dismissed by the second announcement. They will use the ramp when traveling to the gym.4. All bus riders/faculty staff/and students coming to the office will be dismissed by a third announcement after the car riders and after school students have cleared the halls. <p style="text-align: center;"><u>Bus Riders</u></p> <ol style="list-style-type: none">1. Bus riders will WALK on the sidewalk or building side behind the columns until they reach the front door of their buses.2. Once bus riders are outside the building, they may not go back inside for any reason. <p style="text-align: center;"><u>Car Riders</u></p> <ol style="list-style-type: none">1. Car riders will walk on the 3rd block all of the way and will use the ramp until they get to their grade level cones (single file, backpack on back, coat on).2. Car riders will sit single file, crisscross, facing the cones.3. Car riders backpacks should be closed, on their backs, and coats on with their hands and feet to themselves. <p style="text-align: center;"><u>After School</u></p> <ol style="list-style-type: none">1. After school students will walk on the 3rd block all of the way and will use the ramp until they reach the after school tables (single file, backpack on back, coat on).2. After school students will remain at the tables at a level 0 until car riders are dismissed.	<ol style="list-style-type: none">1. No talking (Level 0) when walking and whisper (Level 1) when stopped.2. Once the students have exited the building, they are on Level 2. <p style="text-align: center;"><u>Bus Riders</u></p> <ol style="list-style-type: none">1. No talking (Level 0) when walking and whisper (Level 1) when stopped.2. Once the students have exited the building, they are on Level 2. <p style="text-align: center;"><u>Car Riders</u></p> <ol style="list-style-type: none">1. No talking (Level 0) when walking and whisper (Level 1) when seated.2. Once the students have exited the building, they are on Level 2. <p style="text-align: center;"><u>After School</u></p> <ol style="list-style-type: none">1. No talking (Level 0) when walking and whisper (Level 1) when stopped.2. Once the students have reached the after school tables, they are to whisper on a Level 1.

Voice Levels

Level 2 = when outside of the school building

Level 1 = when stopped, seated at the car rider lines, or seated at the after school tables

Level 0 = when walking in the hallways

Supervision Responsibilities:

Bus Riders:

1. Hallway supervision will be provided by homeroom teachers at assigned places in the hall determined by their teams.
2. Homeroom teachers will dismiss car riders/after school students to the gym and will escort bus riders to the front of the building.
3. Teachers will be strategically placed throughout the bus loading zone and will be actively engaged in supervision

Car Riders:

1. Teachers will follow the bus duty schedule responsibilities.

Encouragement Procedures:

1. Teachers will provide positive praise:
 - (a) verbal
 - (b) hand cues (thumbs up, ok)
2. Compliment individual students for exceptional dismissal behavior.
3. Compliment whole classes for exceptional dismissal behavior.