

WSES Arrival & Dismissal Plan 2020-2021

Arrival:

- Students will enter the building and walk to their classrooms using a one-way directional flow of traffic in all hallways (see Arrival Map).
- Staff will be placed at various positions around the school to assist students as needed.
- PK & KG Aides will greet students at the PK/KG main entrance and assist PK/KG students to their classrooms.
- Staff will be available at the front entrance to assist students in grades 1-5 as needed.
- Radios will be given to all staff assisting students, the office, admin, etc for communication purposes.
- Hand sanitizer will be placed at various stations around the school for student use.
- Face masks will be provided by the nurse to all students not wearing a face mask.
- Directional arrow signs will be posted in the hallways.
- Class lists will be provided to all staff members assisting students. Grade level class lists will be provided to teachers to assist with students that may go to the wrong classroom in that grade level. If a student is not listed on any of the grade level class lists, the teacher will call the office and request assistance.
- Students coming in with an identification sticker (mailed home on Wednesday school information), go to either their classroom or to breakfast.
- Students coming in without an identification sticker will be escorted to the library.
 - Students will go to designated grade level area in the library (signs posted).
 - Staff will use class lists to determine student's classroom and provide assistance walking to class if needed.
 - If student is not listed on class rosters, student will be given an activity and parents called.
- By 10:00 am teachers will know how students are going home (information obtained during Meet the Teacher, calling/emailing parents prior to the first day of face-to-face instruction, or calling/emailing parents the first day prior to 10:00 am). To assist teachers with this, the office will begin calling parents at 10:00 am.
- Bus pouches for PK/KG will be made for those students with returned Transportation form and distributed to classrooms by 1:00 pm.

Dismissal

- Staggered dismissal times will be used when leaving the classrooms. This will aid in one directional flow of traffic to exit the building (see attached maps).
 - Bus (gym)/West Gate Walkers (Walmart side) - 3:15 pm
 - Daycare (cafeteria)/East Gate Walkers (post office side) - 3:20 pm
 - Car Riders (front of school)/Walk up parent pick-up (front of school) – 3:25 pm
- 100% ID check will be conducted.
- Directional signs will be posted in hallways.
- Hand Sanitizer provided to all students before loading busses.
- One teacher from each grade level will walk all the students from that grade level to the designated dismissal locations.
 - For example, KG has eight teachers so teachers would divide in the following manner:
 - Bus – 2 teachers
 - West Gate Walkers – 1 teacher
 - Daycare – 1 teacher
 - East Gate Walkers – 1 teacher
 - Walk up parent pick-up – 1 teacher
 - Car Riders – 2 teachers
- PK students that are car riders will remain in one classroom and a staff member will come to the classroom to pick them up and take them to the car.
- All staff will have a dismissal duty location to assist students.
 - For example: Front crosswalk in front of school, parent pick-up, car riders, and at various designated spots in the school to assist with students exiting the building.
- Car riders and walk-up parent pick up will have a library card pocket with the following information (student name, grade, teacher, and make, model, and color of car) and give to staff member who will retrieve students.