

Roosevelt Public School

PUPIL SUPERVISION/AFTER SCHOOL DISMISSAL PLAN

To provide for the safe arrival and dismissal of all students from the building, the following procedures have been instituted:

Arrival and Dismissal Supervision

Students should arrive at school between 8:00 and 8:20 AM. Please note there is **no supervision prior to 8:00 AM**. A student is "late" if he/she arrives after 8:30 AM. Late students must report to the main office prior to going to their homeroom class and have their Parent/Guardian sign them in. **For Every five days of tardiness, the days will convert to one day of unexcused absence.**

Students are dismissed at 2:55 PM from their assigned homeroom. Walkers, bicycle riders, and car riders are dismissed from the front entrance of the school.

During arrival and dismissal times, teachers supervise students in their homerooms. Teachers or instructional aides who do not have homeroom assignments are stationed to actively supervise students at the front lobby, and on the sidewalk. Any student who remains after 3:00 PM, and is not attending an after-school program **MUST** report to the main office and check in with an adult, (in the event that a parent/guardian does not arrive to pick up the child). Teacher supervision ends at 3:05 PM.

Students attending an after-school program sponsored by the school district are dismissed after all other students have been released. At least one certified teacher supervises all after-school programs at all times. After-school programs may have varying times of dismissal. Students attending after-school programs that begin at a later time than dismissal **MUST** be supervised by a parent/adult between dismissal and the beginning of the after-school program.

Walking Students

While walking to school, students are to cross streets at designated crosswalks. They must walk on sidewalks and should use caution at driveways. Students walking to school should use the front sidewalk to enter the school through the front lobby doors.

Students walking home from school must leave the building through the main front lobby doors and will proceed on the sidewalks next to the building. They will proceed to the crosswalk/crossing guard at the intersection of School Lane and Pine Dr. or cross Rochdale Ave. in front of the post office.

Bicycle Riders

Students riding their bicycles to school must wear helmets if they are under fourteen years of age and must follow standard bicycle safety rules. Students must secure their bicycles with a lock in the bike rack located on the field next to the ball-field. They will enter and exit the building through the front doors. Students riding bicycles will walk their bikes off school property.

Car Riders

Parent vehicles will enter the parking lot via the School Lane direct driveway. Parents will proceed around the loop, staying to the right, and will drop off their children in the designated area near the front entrance. Parents must continue out of the lot using the same driveway through which they entered, again staying to the right. Please keep traffic flowing around the perimeter of the loop at all times. All students arriving in passenger vehicles must enter the school through the lobby entrance. If a child needs assistance with books, projects, etc., **parents must proceed to a parking space and then walk their child to the safety of the sidewalk area.**

At dismissal, parents/guardians/designated escorts must park their vehicles in a designated parking space and walk to the sidewalk area to escort their children safely to their cars. Students are not to walk unattended among vehicles in the parking lot or loop. **Vehicles are NOT to be left running and/or unattended while in the loop.** Any students who are not picked up by 3:00 pm MUST report to the main office until their parent/guardian/designated escort arrives.

After-School Programs

Students who do not have written parental permission (see Dismissal Form) to walk or ride their bicycles home, must be picked up by their parent/guardian/designated escort at the lobby entrance of the school. Students must be picked up within ten minutes of the conclusion of any activity.