

# **GREEN BROOK MIDDLE 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 7:50 and 8:00 AM. Please note there is **no supervision prior to 7:50 AM**. A student is "late" if he/she arrives after 8:02 AM. Late students must report to the main office prior to going to their first period class. For every five days of tardiness to school, the days will convert to one day of unexcused absence, as per attendance policy.

All students are dismissed at 2:56 PM.

During arrival and dismissal times, teachers supervise students in the hallway, in the classrooms and at their lockers. In addition, teachers are assigned to supervise students at the main office and auditorium lobby doors, on the sidewalk in the bus loop, and on the sidewalk by the auditorium (south) parking lot. Students who remain after 3:00 PM and are not attending an after-school program will be asked to report to the main office. Teacher supervision ends at 3:05 p.m. or after all busses are dismissed.

Students attending an after-school program sponsored by the school district must report directly to the program. After-school programs have varying times of dismissal. Information for each program is disseminated by the supervising teacher. Students attending after-school programs/sports team activities 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/sport team activity.

### **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 cross the entrance to the north parking lot and use the front sidewalk to enter the school through the front lobby doors.

Students walking home from school/after-school programs must leave the building through the main front lobby doors and will proceed on the sidewalk to the north end of the building. They will cross the blacktop and will proceed on Jefferson Avenue to the crosswalk/crossing guard at the intersection with Greenbrook Road.

### **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 near the playground equipment at the back of the building. 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 auditorium parking lot via the Jefferson Avenue direct driveway. Parents will proceed around the lot, staying to the right, and will drop off their children in the designated area near the auditorium walkway. 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 lot. All students arriving in passenger vehicles must enter the school through the auditorium 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. No vehicles are to enter the bus loop to pick up children. Any students who are not picked up by 3:00 pm will report to the main office until their parent/guardian/designated escort arrives.

The cafeteria (north) parking lot is for staff parking only. Parents may not pick up or drop off students in this parking lot.

## **Bus Students**

Buses enter the bus loop from the auditorium-side entrance and exit via the cafeteria-side of the school. Students who are assigned to a bus will enter and exit through the front lobby doors. By law, bus students may only ride the bus to which they are assigned and get off and on the bus at their designated stop. There is no parking in the bus loop at any time from 7:00 a.m. until 4:00 p.m.

## **After-School Programs**

Students who do not have written parental permission to walk or ride their bicycles home, must be picked up by their parent/guardian/designated escort at the auditorium lobby entrance of the school. Students must be picked up within ten minutes of the conclusion of any activity. Parents will be responsible to reimburse the teacher advisor of the activity at the rate of \$38 per hour for any time they are late picking up their children after the ten-minute grace period.