### **Kate Bond Middle School Dismissal Plan**

**Rationale:** The following procedures are established to ensure the safety, security, and smooth arrival for the entire school community. Parent and student adherence and support are required and greatly appreciated.

#### **General Guidelines**

**Dismissal Categories and Definitions:**

* **Car Rider:**
	+ Any student who does not walk home or ride a bus and must be picked up in the front of the school utilizing the car line.
	+ Car riders may not walk off campus to be picked up on the main street.
	+ All car riders will receive a KBMS car line pass, which allows entry into the KBMS campus during the middle school pick-up session from 2:30-3:50 PM.
	+ KBMS parents picking up both middle school and elementary students may park on the school-side of the front parking until the elementary line is opened.
* **Walker:**
	+ Any student who walks home and lives within the one-mile no-bus zone.
	+ A walker is not a student who wishes to walk to the main street to be picked up there.
* **Bus Rider:**
	+ Any student who rides the bus home, is assigned a specific bus, and lives outside the one-mile no-bus zone.
	+ Students must only ride the district bus assigned to them and may not ride a different bus at any time.

#### **Dismissal Schedule**

* **3:15 PM: Car Riders Dismissal**
	+ Car riders will exit their Homerooms and proceed to the grade-level back stairwell exit and out to the front of the school to locate their car in the designated car line.
* **3:20 PM: Walkers Dismissal**
	+ Walkers will exit their Homerooms and proceed to the grade-level back stairwell exit and out to the front of the school. They will follow the walkway around the football field to exit at Kate Bond Road.
* **3:22 PM: Bus Riders Dismissal**
	+ Homeroom teachers will escort bus riders to the bus loading zone and assist them in boarding their assigned bus.

#### **Detailed Dismissal Instructions**

**Car Riders:**

* At 3:15 PM, car riders will leave their Homerooms and proceed to the grade-level back stairwell exit and out to the front of the school.
* Students must use the car line and wait for their ride in the designated pickup area.
* Car riders may not walk off campus to be picked up on the main street.
* Cars must have a KBMS car line pass to enter the campus during the middle school pick-up session from 2:30-3:50 PM.
	+ Cars cannot turn LEFT onto Kate Bond Road

**Walkers:**

* At 3:20 PM, walkers will leave their Homerooms and proceed to the grade-level back stairwell exit and out to the front of the school.
* Walkers will follow the designated walkway around the football field to exit at Kate Bond Road.
* Walkers must leave campus promptly and safely, without waiting on the main street for pickup.

**Bus Riders:**

* At 3:22 PM, homeroom teachers will escort bus riders to the bus loading zone.
* Teachers will ensure students board the correct bus.
* Students must ride their assigned district bus and may not ride a different bus at any time.

#### **Staff Responsibilities**

* **Teachers:** Ensure students are dismissed according to the schedule and supervise them until they are safely on their way. Escort bus riders to the bus loading zone.
* **Administrators:** Oversee the entire dismissal process, handle any issues that arise, and ensure smooth transitions between dismissal categories.
* **Security Personnel:** Monitor exits and ensure the safety of all students during dismissal.
* **Support Staff:** Assist teachers with supervision and help manage the flow of students.

#### **Communication**

* **Parents:** Inform parents of the dismissal plan, including the importance of picking up students promptly and the need for a KBMS car line pass for car riders.
* **Students:** Regularly remind students of their dismissal times and procedures to ensure they understand where they need to go.

#### **Contingency Plans**

* **Inclement Weather:** Adjust dismissal locations to indoor areas if necessary and communicate changes promptly.
* **Emergency Situations:** Have a clear protocol in place for emergency dismissals, ensuring all staff are trained and prepared.

By following this dismissal plan, Kate Bond Middle School can ensure a safe, orderly, and efficient process for all students and staff.