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.