


## MEMORANDUM

August 16, 2007

TO: All Staff  
Carol City Elementary School

FROM: Patricia Bloodworth-Johnson, Principal   
David Hart, Assistant Principal  
Carol City Elementary School

SUBJECT: **DISMISSAL PROCEDURES FOR THE 2007-2008 SCHOOL YEAR**

In order to ensure the safe dismissal of students on a daily basis, the following plan will be initiated effective **Monday, August 20, 2007.**

Please adhere to the following procedures to facilitate safe and smooth dismissals.

1. Classroom teachers are to walk out of the building with their students to the buses or student drop-off area as per their designated exits.
2. Under no circumstances are students to run, cross the street at a location other than the one that is supervised by a crossing guard, or run between the buses.
3. Teachers are not to bring students who ride the bus, to the bus dismissal area earlier than 10 minutes prior to dismissal time.
4. Select staff will report to assigned designated exit at 2:50 p.m. to monitor dismissal exits (See chart below).
5. An announcement will be made over the P.A. informing teachers and students to prepare for dismissal.
6. At 2:55 p.m. all after-school care students will report to the cafeteria. All bus students will report to the front of the school.
7. All remaining students are to line-up directly outside of their classrooms and **wait for the dismissal bell.**
8. Once the bell has rung, teachers will escort their students to their designated exit and remain there until 3:10 p.m.
9. All staff must remain at their designated exits until all students are safely dismissed. Report any problems directly to myself or Mrs. Fennell.

10. Special area non self-contained teachers have all been assigned posts for dismissal.

**NOTES:**

**SPECIAL AREA TEACHERS:** Please escort your 3:00 p.m. class to their **homeroom teacher's dismissal exit.**

**SPANISH-S TEACHERS:** Please send students back to their classroom teacher at 2:55 p.m.

**NOTES:**

Students are not to be released prior to the established dismissal times:

Grades K and 1: 2:00 p.m. daily,

Grades 2 – 6: 3:00 p.m. Monday, Tuesday, Thursday, and  
Friday: 2:00 p.m. Wednesday

**Every teacher is responsible for the safety of the students in his/her class.**

Your adherence to these procedures will provide a safe dismissal.