

School Arrival and Dismissal Procedures

Each school must develop procedures for school arrival and dismissal. These procedures must include but are not limited to the following:

- Student arrival location
- Staff arrival time
- Administrative arrival time (principal included)
- Class reporting procedures (students)
- Class/student receiving procedures (teachers)
- Support staff (no class assignment) coverage areas (assigned)

Staffing/Teacher Position-Data Collection

In order to confirm that all staff/teacher positions are filled, Staffing/Teacher Data Collection Form must be completed. A form must be received from every school location

Procedures for Staff, Parents, Students New to School

In order to assist persons new to the school and/or district, the following are to be implemented:

- Identify a specific person to welcome them to the school. This may, but does not have to be the principal. The person should be readily available to engage the new staff, parents, and students on the first day that they arrive to the school.
- Develop and provide a “Welcome Packet” with important information about the school (school map, handbook, colors, mascot, mission statement, etc.).
- Identify a mentor to ease the transition of new staff to the school site. This is not only important for persons new to the district, but persons that have been transferred to the school for the upcoming school year.
- Plan a one-to-one conversation with the new staff member.
- Utilize district automated voice messaging system to record and send message to parents to welcome them to the new school year.
- Encourage teachers to initiate “first point of contact” with parents to introduce themselves. This initial contact should be positive and provide for a smoother reception when issues and/or problems arise throughout the year.
- Prepare and send letters home to all students both before school starts and on the first day of school. The letter should speak to your plans and purpose, as well the overall learning and behavioral goals for the school year. A copy of each letter must be sent to the Office of Community Engagement, Public Information, and Marketing. Your welcome letter will be placed on your school’s website.

School Security Plan and Schedule

Each school is to develop a school security plan and schedule. All schedules must include the assigned time and location of staff, as well as provisions for lunch, absences, etc. Plans are to be reviewed by and submitted to Dr. Garnell Bailey, Assistant Superintendent, Administrative Services.

In order to ensure and facilitate a smooth opening of school, an outline of expectations and delineation of protocols, including attachments, are provided.

Calendar of Timelines

To assist administrators in planning and complying with established dates and timelines, a calendar is provided below with important dates and deadlines. Additional information may be forthcoming:

DATE	ACTIVITY
	Submit Opening of Schools Action
	Administrator's Back to School Seminar
	Submit Opening of Schools Action Plan
	Submit Arrival/Dismissal & Welcome Procedures Submit Staffing Data Collection Form
	School Security Plan & Schedule
	Teachers Report to Work
	Submit Classroom Preparedness Checklist
	Students Report/School Begins
	Submit Roster of School Leadership Team Members

If you have any questions and/or concerns, please advise. Your cooperation and support are appreciated.

SG/drs