GVSA STUDENT ARRIVAL AND DISMISSAL PLAN

Transportation Co-Coordinators- Karen Guevara- Ortiz and Derrick Robinson

A list of staff members who should have daily access to the school's master list for bus riders:
Karen Guevara- Ortiz
Derrick Robinson
Erica Dawson

Staff duty posts during arrival and dismissal

GVSA Duty Roster

- Students are permitted at 9:00 a.m. to enter the school building in the morning and report to assemble in the cafeteria before the start of the school day. Support Staff shall report to their duty posts by 9:00 a.m. The students will be dismissed to report to class from the staff on duty in the cafeteria. Students should take no more than 6 minutes to enter the cafeteria upon entering the school.

- At approximately 3:10 pm the dismissal process will begin. As buses arrive, staff on afternoon hall duty (see duty schedule) will be informed when all students can be released. NOTE: A support staff will post the student bus list on the first floor near the lockers. Additional staff will be on each hall corridor to monitor students as they leave the building. STUDENTS SHOULD NOT BE STANDING AT YOUR DOOR OR WINDOWS.

- Students are directed to report to their lockers and exit the building. ALL staff will transition outside with the students when they leave their classroom as they get on the buses. Students MAY NOT change out of the school uniform while on school grounds during dismissal. The order for student dismissal via the PA system may be considered from the grade level of students, mode of transportation, and/or walker status.

Students will arrive and dismiss from the side front door, Exit 2. This is the designated door that students will use to enter and exit the school building during arrival and dismissal times.

Processes for early dismissal consistent with Administrative Procedure 5117.

3:00 p.m is the established cut-off time for early departures.

The front office staff will verify the adult’s legal right to remove the student from the premises; Administration will process any parental request for changes in regular dismissal routines for individual students.

An updated list of students with court custody orders or other legal documents/special instructions related to removal of the child from the school premises will be secured in the front office by the registrar.
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Vehicles and van pickups will park on Shadyside Ave. or in the backside of the school and away from the bus lane.

Students awaiting late buses or vehicle pickups will be monitored outside the building unless a monitoring staff member allows them in the lobby.

Students awaiting the start of after school activities/extracurricular activities will stay in the front lobby for pickup with a monitoring staff member.

Use the front office buzzer or radio so that Security and/or a support staff member can assist in responding to any emergencies at dismissal.

The custodial parent(s) must complete a Family Emergency Form/Card annually for each student and designate a contact if they cannot be reached during an emergency. When a student transfers from one school to another, a new Family Emergency Card must be completed.