

Arrival & Dismissal Procedures

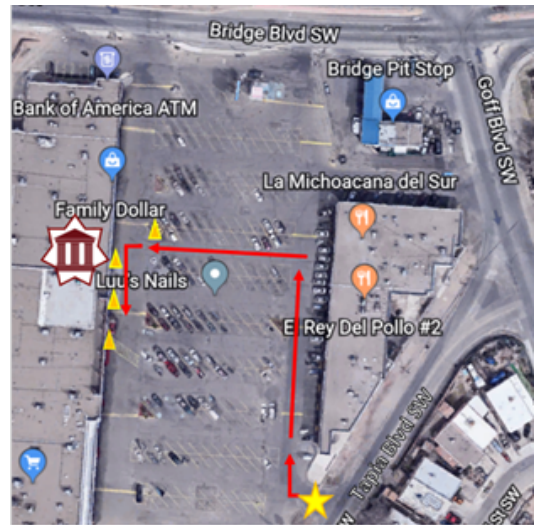
The goal of Albuquerque Collegiate's arrival and dismissal procedures is first and foremost, safety. With many more students this year, we are working to improve our procedures. We appreciate your patience and support. Please follow the **Car Line for Arrival** and the new **Park & Line Up Procedure for Dismissal**.

Arrival

Procedure-

- Step 1: Enter the drop off line on Tapia Blvd SW from Goff Blvd (Yellow Star).
- Step 2: Turn left down the aisle with a designated cone.
- Step 3: Wait at the line up cone until waved to one of the 3 cone spots in front of the school where a staff member will help your student exit the car. Drivers please stay in cars for drop off.

Important Reminder: students need to be ready at the drop off cones with seatbelts removed, and masks on.



Dismissal

Procedure-

- Step 1: Enter the parking lot and park in an open space.
- Step 2: Line up at one of the ACCS exit doors on the sidewalk based on student last name (A-L: South Door, M-Z: North Door)
- Step 3: A staff member will ask which student you're picking up and verify your identity (bring ID and dismissal card in first few weeks as we get to know you)
- Step 4: Students will be dismissed in line order starting at 3:15pm exactly

Important Reminders: Be careful exiting the parking lot. There will be families walking and other cars trying to exit simultaneously.



Dismissal Procedure (Internal)

Outside/Front Office:

- Listmaker starts list at 3:10pm (5 minutes before dismissal), creates list on 1 clipboard. Once first draft of the list is created, pass off to bouncer at 3:14pm. The bouncer will have another clipboard to create 2nd draft of the list.
 - Be sure to write first/last names for students.
 - Check ID's/dismissal cards for unrecognized adult pick up.
- Bouncers stand inside the doorway at 3:12pm, start announcing list at 3:14pm.
 - Announce 5 names at a time using language "South Hall, name 1, name 2, name 3, name 4, name 5". Names will be called twice.
 - South and north hall bouncers alternate calling lists (Signaling b/w each other as needed)
 - Teachers on duty will help get students in correct order.
- Students move from hallways/flex/cafeteria to front office. Front line organizers help put students in correct order.
- Phones/ID Checker has emergency contacts list open to check names if the pick up person forgot their card.

Classrooms/Flex/Cafeteria:

- At 3:12pm (3 minutes before dismissal), A-L & M-Z students move as necessary to last name hallway. Students line up by class in designated spot in flex/cafeteria. Flex/Cafeteria monitors have walkie talkie on, students are silent and listening for their name to be called.
 - A-L is south hall. Kinders/2nd graders with an A-L last name, move to the flex space.
 - M-Z is north hall. 1st/3rd/4th graders with an M-Z last name, move to the cafeteria.

Staff Duty locations:

- Bouncers (2, leadership)
- Listmakers (2, office/ops)
- Floater (1, leadership)
- Phones/ID Checker (1, EA)
- Front Line Organizers (2, ancillary)
- Teachers in Classrooms (8, teachers)
- Flex Space Monitors (2, first grade)
- Cafeteria Monitors (3, second/kinder)
 - Classroom teachers will alternate with co-teacher weekly for dismissal duty location