

First Day of School, 2016-2017

- Students will come in at 7:25 and eat breakfast. The wall separating the cafeteria and gym will be open.
- Classroom teachers, also at 7:25 when the doors open, will be in the gym or west courtyard to meet students. Each teacher will have signs with teacher name and room number. Teachers will have sticker labels with student name, teacher name, and room number to put on each student in their class as they arrive.
- 4th and/or 5th grader will likely meet their teachers in the west courtyard if the cafeteria & gym seems too small. Allan will check the gym space and decide how many classrooms will easily fit.
- Starting at 7:25, all non-classroom staff will be at the front entrance, the gym, the cafeteria or the courtyard to help guide students and families. All staff will be give class lists to help guide students as well as a handful of building maps to pass out. Additional bi-lingual Spanish speaking staff will be requested from downtown to be on-hand.
- After the first bell rings, Allan will make a brief announcement and then dismiss classes to go to their classrooms. Non-classroom staff will have assigned areas to help with student flow for students arriving late, who are not with their teacher (2nd & 5th and 1st & 4th all need to transition past library, while K & 3rd split at the beginning). Staff will be stationed at the front entrance, cafeteria & gym, the hallway corners of the library, and one person in each wing (upstairs and downstairs).



Additional First Day Notes

- Have plenty of staff available for Meet Your Teacher the day before school starts since we will likely get a record turn out.
- The first day plan will be shared with families along with other new building information (pick-up/drop-off information, key dates, etc.) this spring, later in the back-to-school packets, and also during Meet Your Teacher.
- Coffee and Doughnuts will be available the first day of school for a family meet-and-greet shortly after school starts. We want to be welcoming to families and will not “make” anyone leave classrooms, but we will offer this as an option for families to go to. This will also be a chance for the PTO to connect with more families.

Dismissal Notes

- Kindergarten will leave before the bell the first few weeks to load buses before the rest of the school.
- 1st grade requested additional help for the first couple weeks if extra non-classroom staff are available.
- For KG and 1st grade families, we will notify families they should park and walk up to pick up their students. KG will keep this the entire year and 1st grade after some time will allow students to be picked up along the pause parking area from a visual confirmation the right adult is picking them up.
- A map will be developed for the best routes for classrooms to have students dismiss from in each wing and floor. This will likely mimic the evacuation map once that is finalized, which will be completed over the summer.