



# B.K. Bruce Elementary Music Magnet School

510 Jensen Drive • Houston, TX 77020  
 P: 713-226-4560 • F: 713-226-4562  
 Principal - Dr. Shawn Nickerson

## Arrival and Dismissal Procedures 2022-2023

### Arrival and Breakfast Procedures

Students may not arrive on campus before 7:15 a.m. to ensure safety as there is no available supervision before this time. Arrival procedures for Bruce ES are as follows:

- Students may begin exiting vehicles at 7:15 a.m.
- Students will enter the building at 7:25 a.m.
- Students will be offered the option to wear masks
- Staff will line hallways to direct and assist students to their classrooms.
- Teachers will greet scholars at the Threshold.
- Students will eat breakfast in classroom. Arrivals after 7:45 a.m. will eat Late Breakfast in the cafeteria.
- Breakfast End at 8:30 a.m.

### Tips for Safe Arrival

- Help Us Keep Our Scholars Safe. **Slow Down**. Follow the Speed Limit.
- Refrain from allowing students to exit the vehicles from the driver side of the vehicle as this practice is not safe.
- Parents will enter and exit through the **front gate only**. The exit near the Bus Ramp will be closed to ALL through traffic.
- Please ensure students have collected all their items and you have shared your goodbyes to ensure a speedy exit from the vehicle.
- **Be Kind to our Morning Arrival Team** they just want to keep scholars safe and get you to work on time. We are here to support you.

### Dismissal

Our dismissal times are scaffolded to allow for safe and quick dismissal for all students. We will begin transitioning students to their dismissal locations as follows:

**2:50 ALL PK-1 Car Riders, Walkers, and Bus Riders will be transitioned to their dismissal areas.**

**ALL PK-K Scholars will be seated near the front entryway** according to their carpool numbers. PK-K teachers will monitor scholars and ensure they are transitioned to the carpool area when called.

**2:55 Grades 2-5 Car Riders** will be called to the cafeteria; they will be seated in their assigned seat in the cafeteria that corresponds with their car rider numbers. Students are then transition to the front entryway to two additional adults. These students are to stand on the 6ft marker and wait for the adult to transition them to the loading station and into the vehicle. Please review the following guidelines for Car Rider:



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- Obtain car rider tags before August 8, 2022. You may pick tags up in the front office or during Meet the Teacher.
- Please ensure your car rider tag is visible and displayed in the window.
- Practice the car rider number with your scholar to support with moving the line quickly and safety.
- To increase student safety and improve traffic flow, we ask that parents remain in their vehicles.

**Students will not be released to parents who park and walk up. You will be asked to return to your vehicle and join the car rider line.**

*The Car Rider Pass must be displayed every day in the window of the vehicle that will be picking your child up. **Beginning on the first day of school**, students will not be released without the Pass being displayed. If you do not have a Car Rider Pass, this will slow the flow of traffic and you may be asked to park your vehicle and wait. Please assist us with ensuring a quick and safe student dismissal.*

**3:00 Bus Riders** will be called to the Magnet Hallway for loading in the bus area. Students will be assigned by Route# to designated classroom there are two adults in each classroom to monitor students. Each adult will check out students on their roster as they exit the classroom. These rosters will be maintained by the Transportation Coordinator, Jennifer Green, but kept outside the door of the bus dismissal classroom.

**3:05 Back Door Walkers** will be called to the 5th grade pod. Assigned grade level teachers will escort students to the designated area. Students have been assigned to groups based on the following. Dismissal has also been scaffold by groups to ensure safety and to allow for active monitoring:

- Group 1- Sibling Pairs (3:05)
- Group 2- Sibling Pairs (3:08)
- Single Walkers (3:10)

Once students arrive in the designated classroom the monitoring teacher will verify all students who are backdoor walkers are accounted for. **If a student is not on the roster for backdoor walker, the teacher will verify how the student will get home by contacting the parent.** Each walker student has received a walker tag. This tag has been placed on student backpacks. Please follow the Backdoor Walker Checklist:

- PK/K scholars may not be designated as Backdoor Walkers unless they have older siblings in grades 2-5.
- **Backdoor Walker Designation is reserved for students who walk home and will not be available to students picked up by car.** ALL students requiring car pick-up will need a Car Tag and will need to pick up through the car rider line. There will be no exceptions to this, and ***Houston ISD Police will support with monitoring through traffic. Students will be sent to Car Rider for pick up and parents will be asked to report to the car rider line.***
- **Students will be dismissed in waves to ensure safe dismissal and allow for active monitoring.**



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## **Tips for Safe Dismissal**

- Follow dismissal procedures.
- Obtain Car Rider tags before August 8, 2022
- Remain in your vehicles. Parents who walk up will be asked to return to their vehicles.
- Talk to your students about how they will get home and ensure they know Car Rider numbers.
- Complete How Do I Get Home Survey.

## **Bruce Monthly Calendar**

Monthly calendar can be accessed at the link below:

<https://www.canva.com/design/DAFI3AydGis/watch>

## **Important Dates**

- ✓ *Meet the Teacher August 18, 2022*
- ✓ *Back to School Bash August 20, 2022*
- ✓ *First Day of School August 22, 2022*

## **How Do I Get Home Survey?**

<https://www.canva.com/design/DAFIQ5QNO1Q/view>