PULASKI HEIGHTS MIDDLE SCHOOL

School Wide Management Minute by Minute Plan: Arrival/Dismissal
2025-2026

Arrival and Dismissal times are among the most crucial moments of the school day. Students are moving throughout the entire campus thus creating a challenging management moment. The follow guidelines are offered and implement to make certain that both of these moments are safe and secure for all stakeholders.

Overview: Arrival

Time	Administrative Role	Teacher/Support Staff Role	Students
8:00am- 8:45am	• Principal- Mobile between student drop off point (front parking lot) and Grade Level Holding areas: Greets students/parents • AP 1- 8th Grade Holding Area/Gym Greets & Monitor Students • AP 2- 7th Grade Holding Area/Auditorium Greets & Monitor Students	• Teachers All teachers greet students at their classroom doors while simultaneously monitoring hallway. • Counselors Counselor #1- Monitors Students in the 6th Grade in Cafeteria Counselor #2 3rd floor • ILT Assist with hallway traffic on 3rd floor • Security Guards(2) Courtyard & Bus Zone	All students have the *opportunity* to enter the cafeteria via the courtyard entry door. Students are assigned to designated areas. • 6th Grade Students are monitored in the cafeteria • 7th Grade Students are monitored in the auditorium. • 8th Grade Students are monitored in the gymnasium

Specific Positioning: Arrival

Time	Position	Location	Duties
8:00- 8:35	Principal	Mobile: All Areas	Greeting Students/Stakeholders
8:00- 8:35	AP Grandy	Gym & Bus Zone	Greeting & Supervising students along with duty personnel
8:00- 8:35	AP Hardiman	Auditorium	Greeting & Supervising students along with duty personnel
8:35-8:40	Intervention Specialist/ISS Facilitator (Jackson)	Pine Street (front of main facility)	Greeting & Supervising students as they transition to 1st period.
8:00-8:35	Security 1	Courtyard	Supervising students as they transition to and from the cafeteria
8:00-8:35	Security 2	Front Parking Lot/Bus Zone	*Monitoring bus riders & car riders
8:00 -8:35	Coaches	Gymnasium	Supervising 8th grade students until they transition to 1st period
8:00- 8:35	Media Center Personnel	Hallway intersection outside of media center	Monitoring students & the school elevator
8:35- 8:45	Classroom Teachers	Hallway outside of assigned classroom	Greeting students as the enter class / Monitoring the section of the hallway outside of assigned classroom
8:00- 8:35	Front Office Clerical Staff	Front Office & Hallway Outside of the front office	Responding to stakeholders' calls/visits Supervising outside the front office
8:35-8:45	**Restroom Teacher Supervisors**	**Restrooms next to assigned classroom**	**Supervising students as the enter/exit the restroom.**
8:00- 8:35	AM Supervision	Cafeteria (2) Auditorium (2) Bus Zone (1) Front Door (1)	Supervising students in assigned areas. Managing dismissal to 1st period
8:00- 8:30	Ms. Wolfe	Bus Zone	Bus Accounting

Dismissal to 1st Period: Arrival

*Using the radio communicator, an administrator dismisses students from their morning holding zones to their first period classes (each area has at least one radio).

Time	Activity	Responsible Staff
8:35am	6th Grade Students are dismissed from the cafeteria using the 2nd floor hallway to access their 1st period classes.	• Cafeteria Monitors (release students by tables) • 2nd floor teachers monitor student transition • Principal/Security monitors south stairway as students transition to 4th floor (6th grade hallway) • Principal monitoring 6th grade hallway along with 6th grade teachers • 4th floor (6th grade) teachers greeting/supervising
8:40am	7th Grade Students are dismissed from the auditorium using the 2nd floor hallway to access their 1st period classes.	• Auditorium Monitors (release students by rows) • 2nd & 3rd floor teachers monitor students transition to the 3rd floor • AP #1 & Security monitor north stairway as students transition to 3rd floor (7th grade & math hallway)

Classroom Greetings: Arrival

Time	Activity	Responsible Staff
8:40-8:45	1st Period Teachers greet students individually as they transition through the hallways &	Classroom Teachers (warmly and cordially greets students as they experience contact
8:46ish (Start of Class)	1st Period Teachers collectively greet students once	Classroom Teachers (warmly and cordially greet the entire class)

Greeting Protocols

How we greet our students each day is significant. It is the adult's responsibility to establish relationships with students by offering a warm and cordial greeting to students daily. We should strive to make each student feel welcome and invited as they transition through the hallways, as they enter the class, and collectively as instruction begins. If the first correspondence our students receive is negative, they will respond in kind potentially for the duration of the school day.

Examples of positive greetings as the students transition through the hallway

- *Good Morning Richard, it's good to see you. I know you are going to have a great day.*
- *Good Afternoon Michael, you are looking well today. Are you ready to have a good day?*
- *Hey Tina, how I'm glad to see you. You look like you are prepared to learn. You are so smart.*

Examples of negative greetings as the students transition through the hallway

- Hey, I hope you don't act crazy like you did yesterday. I'm going to put you out if you do,
- I don't know why you come to school, you are not accomplishing anything.

Examples of positive class greetings as the teacher prepares for instruction

- Good Morning everyone. I'm really glad that you are all here today. I'm excited about the lesson I've prepared for you to today.
- Good Morning everyone. I just love teaching this class.

Examples of negative class greetings as the teacher prepares for instruction

- I'm not going to put up with any mess from this class today. Y'all got on my nerves yesterday.
- I'm sick of this class. I'm going to put anyone out who causes trouble.

Goal #1 (Code of Conduct, Character, and Support): To create common spaces that are welcoming physically, psychologically, and socially safe for all students, parents/caregivers and staff.

Dismissal

Time	Administrative Role	Teacher/Support Staff	Students
4:00pm	• Principal mobile between Pine St exits (car rider pick up) & bus loading zone • AP Grandy Monitors bus zone • AP Hardiman Monitors 6th grade car rider pick up area in elementary school teacher parking lot	• Teachers, not the bell, release students into the hallway. • Teachers monitor students in the hallway as they transition to the school exits. • Support staff: counselors, facilitators, media center staff monitor students on the 2nd & 3rd floors as they exit the facility. • Front office staff monitors the hallway in front of the office as students transition.	• Students are released by teachers (not the bell) and move towards the Pine St. building exits. • Students on the 3rd & 4th floor access the south stairway and move towards the Pine St exits. • 6th Grade car riders are escorted to the elementary school parking area by AP Hardiman • 7th & 8th Grade car riders are positioned on Pine St. in front of the school • All bus riders move to the bus loading zone.

Specific Positioning: Dismissal

Time	Position	Location	Duties
4:00	Principal Powell	Pine St- Car Rider Area Bus Loading Zone	Supervise students as they are received by parents & buses
4:00	AP Grandy	Bus Zone- Teacher Parking Area	Supervise students as they are received by buses.
4:00	AP Hardiman	6th Grade Car Rider Pick-Up Area	Supervises 6th grade car riders – Elementary school parking area.
4:00-4:30	Ms. Wolfe	Bus Zone	Bus Accounting
4:00-4:30	Ms. Booker	Pine St- Car Rider Area	Supervise car rider pick-up

4:00-4:30	Intervention Specialist/ISS Facilitator (M. Jackson)	Courtyard Area	Supervises Students as they transition through the courtyard
4:00-4:30	Coach Turner	Bus Zone	Supervises Bus Loading Zone
4:00-4:30	Coach Homan	Courtyard Area	Supervises Students as they transition through the courtyard
4:00-4:30	Security Guard	6th Grade Car Rider Area	Supervises 6th grade car riders