

Bill Sybert

Perimeter

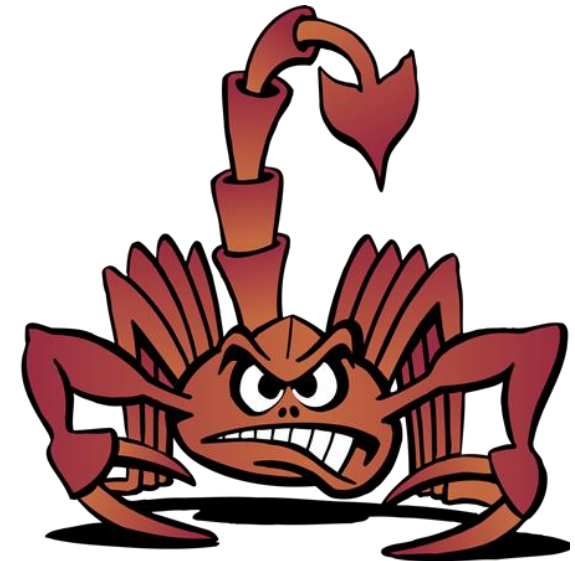
Safety Plan

Teachers & Staff

#WeBeforeMe

#Don'tStopBelieving

2021-2022



2021-22 Layout of Our School



Staff and Teacher AM Protocol

- Teacher parking lot southwest gate and door will open at 7:00am and lock at 7:45am, all other gates will continue to remain closed. Monitor will be at gate from 7:00am-7:45am.
- Side east gate leading to playground will also open at 7:00am to provide access to playground area and portables
- Side East door will open at 7:00am
- Southwest Teacher Gate and Door will lock at 7:45am and remain locked during the instructional day
- All staff arriving before 7:00am will need to enter through the front main entrance door - staff IDs open the door - new employees receive an ID after orientation day, current employees that lost IDs, need to contact finance department to purchase a new one. Felipa can guide you.



EXTRA, EXTRA, EXTRA

- Our side doors leading out to the playground and portable area has been scheduled for a door system. This is something that has been in the works for a couple of years now. We are just pending funding approval and should happen this school year.

Leaving Campus During The Day

- Please sign out and exit through the front door
- If leaving through the teacher southwest parking lot, please ensure doors and gates are locked behind you
- **REMINDER**... Please don't open the doors for anyone during the instructional day. Teachers and guest must come in through the front office once our perimeter doors are locked for the instructional day at 7:45am every day.

Staff and Teacher PM Protocol

- Teacher parking lot southwest gate and cafeteria door will open at 3:20pm for PreK and Kinder Dismissal. Monitor will be at gate during dismissal, 3:20-3:45pm. Cafeteria gate will lock at 3:45pm.
- Side east gate leading to playground will be locked at 3pm daily.
- Side East door will remain open.
- Southwest Gate and South Door will lock at 7:45am and remain locked during the instructional day

Bill Sybert School

Morning Duty

2021-2022

| Assignment | | <u>A Day</u> | B Day |
|--|-----------|-------------------------------------|-------------------------------------|
| Southwest Gate 7:00-7:40am 7:40-7:45am | | Rubio Perez | Rubio Perez |
| School Front | 7:45 am | Rodriguez | Mendez |
| Drop off zone- front portable area | 7:45 am | Smith/Rubio/Monitor | Smith/Rubio/Monitor |
| Pre-K drop off zone assistance | 7:45 am | Richardson/Conde | Alvarado |
| Parking lot Exit Gate Edgemere front | 7:45 a.m. | Minks | S. Smith |
| Portables/black top area door #3 | 7:45 am | Chapa | Chapa |
| Gate leading out to the student drop off zone beside the portables | 7:45 am | Hernandez | Hernandez |
| Sidewalk area between 2 nd and 3 rd grade hallways door #4 | 7:45 a.m. | Espino | Bakuya |
| Hallway-locker rooms door #6 /Counselor area | 7:45 a.m. | Coach C | Coach C |
| Bus Pickup/Drop Off and Parent Parking Lot | 7:45 am | Coach Griffith/Admin Coach Yanez | Coach Griffith/Admin Coach Yanez |
| Main Hall- East door #3 | 7:45 am | Bueno | Bueno |
| Main Hall- West # 11 | 7:45 am | Azcarate /Alvarado | Azcarate |
| Door # 2 pre-K door | 7:45 am | Saucedo | Saucedo |

- ⚡ Morning Duty is 7:45-8:15 a.m.
- ⚡ Teachers on duty outside should walk around, circulate, and actively monitor students.
- ⚡ Students are not allowed in portable area; they need to be in the gym.
- ⚡ Drop off zone should be free flowing and single file—Absolutely No Parking!
- ⚡ Active duty is important to the safety of our students.
- ⚡ Neglecting duty will be formally documented. It is the teacher's responsibility to find a substitute and notify administration.

Bill Sybert School After School Duty 2021-2022

| Assignment | <u>A Day</u> | B Day |
|--|--|--|
| Southwest Gate 3:20-3:45 | Ms. Ruiz | Ms. Ruiz |
| Front of School | Mr. Lopez/Admin/Monitors | Mr. Lopez/Admin/Monitors |
| Drop off zone- front portable area | <u>Monitors/Admin/Lievano/Torales/Espino/Sermeno</u> | <u>Monitors/Admin/Lievano/Torales/Espino/Sermeno</u> |
| Pre-K Cafeteria zone assistance | All PreK Teachers/Azcarate/Admin | All PreK Teachers/Azcarate/Admin |
| Football Field Gate | Ramirez | Ramirez |
| Portables/black top area door #3 | All 1-5 Grade Classroom Teachers | All 1-5 Grade Classroom Teachers |
| Middle School Hallway | All MS Classroom Teachers | All MS Classroom Teachers |
| Hallway-locker rooms door #6 /Counselor area | Coach C | Coach C |
| Bus Pickup/Drop Off and Parent Parking Lot | Alvarado/Griffith/Admin/Coach Yanez | Alvarado/Griffith/Admin/Coach Yanez |
| Main Hall- East door #3 | Bueno | Bueno |
| Door # 2 pre-K door | Saucedo | Saucedo |
| Main Front Entrance 4:00-4:45 | Monitor | Monitor |
| WIN Dismissal 4:45-5:00 | Monitors and Admin | Monitors and Admin |

- ⚡ Afternoon Duty is 3:30-3:45 p.m.
- ⚡ Elementary Teachers dismiss students to parents and actively monitor students.
- ⚡ Drop off zone should be free flowing and single file—Absolutely No Parking!
- ⚡ Active duty is important to the safety of our students.
- ⚡ Neglecting duty will be formally documented. It is the teacher's responsibility to find a substitute and notify administration.

THANK YOU!!!!!!

