

THE SCHOOL DISTRICT OF PHILADELPHIA

Albert M. Greenfield School

Rigorous Academics Mindful Students

2200 Chestnut St.

Philadelphia, Pennsylvania 19103

Voice: 215-299-3566

Facsimile: 215-299-3567

Daniel Lazar, Principal

Admission and Dismissal Procedures:

Admission:

- Students will line up on the yard at their designated room numbers.
- Teachers will collect students no later than 8:21 AM and escort students to class.
- Students need to be with their class and teachers at all times.
- All 7th and 8th grade students will enter through the center doors and proceed with their teachers to the third floor via the center stairwell.
- All Kindergarten students will enter through the center doors and proceed to class.
- All 1st, 2nd and 3rd grade students will be escorted by their teachers to the 22nd street doors and proceed to their classrooms.
- All 4th, 5th and 6th grade students will be escorted by their teachers to the 23rd street doors and proceed to their classrooms.
- At no time should teachers send their students ahead. Students need to be in line with their teachers at all times, even 7th and 8th grade students.
- The Pledge of Allegiance and Morning announcements will occur at 8:58 AM, at the conclusion of the intervention period.

Dismissal:

Children should be dismissed in an orderly fashion and escorted directly to the yard. Do not walk your students to the doors and dismiss them. Walk them out to the school yard. This is a wonderful time to talk with parents and build positive relationships. Please see procedures bulletin on Children Left After School. For kindergarten, please be sure you are releasing the child to the appropriate person, with permission to pick up that child. It is especially important to follow these procedures if you have an after school activity and the child is not picked up.

- All bus students will be called down 5 minutes before the end of the day. They will exit to the front of the building on Chestnut St and get on the appropriate bus.
- All 7th and 8th Grade students will be escorted, by their last period teacher, down the center stairway. They will exit through the front doors onto Chestnut St., not through the back doors onto the yard.
- All 4th, 5th & 6th graders will be escorted to the yard via the 23rd street stairs and exit the building by those doors.
- All 1st, 2nd and 3rd grade students will be escorted to the yard via the 22nd street stairs and exit the building by those stairs.
- All Kindergarten students will exit the building via the back doors to the yard.

