

Issues and solutions for student arrival and dismissal at schools

An organized arrival and dismissal process is essential for the security of students. It is crucial to plan this process strategically to reduce chaos during dismissal and reduce the leg work performed by school staff. Below are some of the main issues regarding security, traffic management, attendance and reports at schools followed by suggestions to improve security and efficiency.

Issues during Arrivals:

1. Students have a small window of time to arrive at school, typically around fifteen to thirty minutes. This is the time that staff/faculty have been assigned to greet students and record attendance. If students arrive before this time they will not be permitted into school. If students arrive after this time they will be marked tardy. As such, the entire student body is arriving at the same time, creating traffic and chaos outside and inside the school.
2. Student attendance is taken everyday. Student tardies and absences stay on the students' record and can affect their overall performance. Faculty/staff are required to record student attendance during the busiest part of the day usually on a piece of paper; mistakes can be made.
3. In some states, students must be "signed in" with a parent signature. This creates another aspect to the arrivals process that can lead to traffic and frustration.
4. Arrivals are a time for parents to communicate with faculty/staff regarding their child, i.e. doctor appointments, early pick ups, homework left at home, nanny dropping off lunch, etc. These conversations, however brief, can also create traffic and cause frustration.

Issues during Dismissals:

1. As with arrivals, students have a small window of time to be picked up from school. Parents and guardians arrive at school and often have to wait for several minutes before seeing their child.
2. Late pick ups can lead to fees for parents and unexpected student “drop ins” at after school programs.
3. Dismissals are a time for parents and faculty/staff to communicate about upcoming events and announcements.
4. In some states, students must be “signed out” of school. But all states require that students under a certain age may only be released to parents or people assigned as “guardians” or “authorized pick-ups”.

How does a school ensure the safety of the student body, and what are some best practices?

Current Practices

1. Parents bring their child in and out of school and check their child in at the front desk or in the classroom or faculty/staff escort students in and out of the school.
2. Schools with parking lots have designated lanes and parking for vehicles dropping off and picking up students. Schools in cities or schools with little or no parking, have faculty/staff outside of the school guiding vehicle and pedestrian traffic.
3. Faculty/staff have lists of people authorized to pick up students, and refer to this list when someone other than a parent pick up. To further ensure safety, faculty/staff will check the person’s identification to make sure they are who they say they are.
4. Student attendance is recorded using paper and pen, rigid handheld devices, or attendance is entered by faculty/staff on the computer.



How can technology help schools manage arrivals and dismissals and ensure student safety?

1. Students' arrival and dismissal would be automatically timestamped upon entering and exiting the school, ensuring there are no errors in attendance reports and allowing more time for faculty/staff to properly greet students.
2. The parent or authorized guardian would be automatically identified and recorded, ensuring student safety and peace of mind for parents and faculty/staff.
3. Once a parent or authorized guardian arrived on school premises they would alert faculty/staff without entering the school.
4. Parents or authorized guardians would notify faculty/staff of items of importance via message at arrival and dismissal. Faculty/staff could send important school and classroom announcements and reminders to parents via message at arrival and dismissal, i.e. PTA meetings, field trips, re-enrollment and tuition due dates, etc.

These technological advancements would not take the place of one on one contact between parents and faculty/staff. Taking advantage of technological advancements would:

- alleviate vehicle and pedestrian traffic
- ensure student attendance was tracked and timestamped without error
- efficiently manage student arrivals and dismissals

- make better use of the time that parents and faculty/staff spend together
- ensure student safety and the provide peace of mind

Did we leave any issues or solutions out? Contact us at info@quickqueues.com and we will gladly add them to this white paper.