

WILLIAM E. RUSSELL SCHOOL

ARRIVAL & DISMISSAL

[Español](#) [Haitian Creole](#) [Portuguese](#) [Cape Verdean Creole](#) [Chinese](#) [Vietnamese](#)

Important Information

To ensure the safety of all students, parents and guardians are reminded that students cannot be dropped off without supervision prior to 8:20am. We do not have available staff to supervise students. Parking is **not permitted** on Columbia Road (**police actively ticket and tow**) in front of the school to accommodate buses. Please do not pull into the school lot or driveway, children use this area to dismiss and moving vehicles pose a safety concern for all students. *Parents are permitted to escort students to classrooms on the first day of school only.*

STUDENT DROP-OFF



We are unable to accommodate dismissal changes after 2:10.

Parent/Guardian Morning Drop off

Morning drop-off takes place on **Columbia Road/or Roseclair Street**. Students being dropped off on Columbia Road will enter the building via the small playground side of the building. **Please do not use the front door as this is reserved for bus students.**



STUDENT PICK UP



We are unable to accommodate dismissal changes after 2:10.

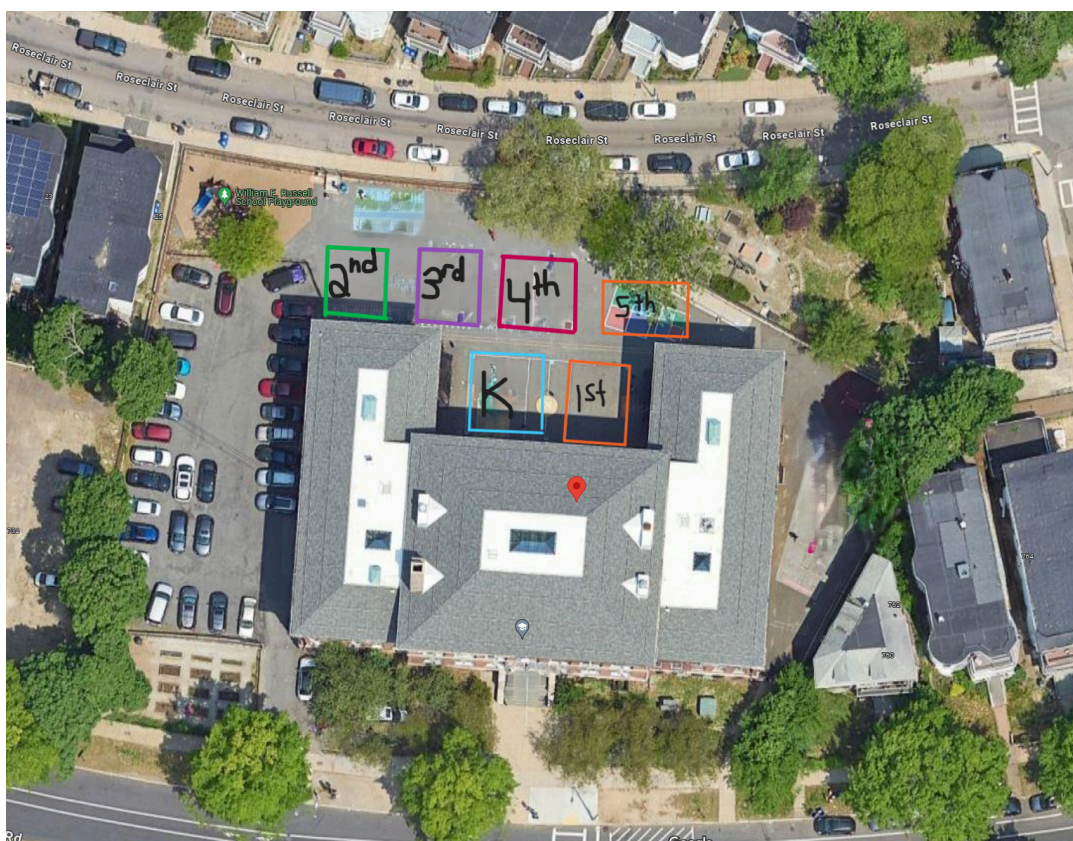
Parent/Guardian Afternoon Pick Up

Dismissal (Student pick-up) takes place on the playground on Roseclair Street. Students will be brought down by grade starting at 3:03. Parents are encouraged to arrive early and park on any of the surrounding side streets to avoid congestion on Columbia Road. Each grade level will have a designated spot to stand in. See the map below.

A family member on the approved pick up list must sign their student out with their classroom teacher or the staff member in charge that day. Please do not leave school grounds without checking in with your student's teacher.

Cars that block resident driveways, ramps, school parking lot, bus lane or hydrants will be ticketed and towed!

Dismissal Locations




Bus Rider Information



School buses arrive and depart at our main entrance: **750 Columbia Road, Dorchester MA 02125**. Bus dismissal begins at 3:10 and buses usually depart from the Russell School between 3:10-3:20 p.m.. See the exact location of your child's school bus by downloading the free app: "Where is my School bus" has been replaced with the Zum app. Click [here](#) to download. For more information about Zum and buses, please visit: <https://www.bostonpublicschools.org/transportation>

To use the app, you need your child's student ID, date of birth, and the last name of the primary guardian registered with BPS. Students who violate School-Based Rules while on

	<p>school buses <u>may be denied transportation</u> for up to three days without a hearing. Denial of transportation beyond three days requires a hearing.</p>
<p>TARDY PROCEDURES</p>	<p>At 8:30 AM, the sidedoor for drop off students will be closed. Anyone arriving after 8:30 will need to enter via the front door on Columbia Road. We will have staff waiting at the front door between 8:30-9:30. They will be checked in and given a pass to go directly to class.</p> <p>Any students arriving after 9:30 will need to go to the main office on the second floor to sign in and get a pass.</p>
<p>CHANGES TO DISMISSAL PLANS</p>	<p>All changes to dismissal plans, for example, a different pick-up person or not riding the bus, must be communicated to the school via main office phone (617-635-8803) or in writing with the date and signature of the child's parent or guardian prior to 2:10 pm. Due to the volume of students and changes that occur, <u>we cannot accommodate dismissal changes after 2:10pm.</u> Parents may pick up their student from the bus line before they board but please be reminded that BPS policy states that <i>any student assigned to a bus must be placed on that bus if a parent has not arrived</i> to pick them up by the time the bus leaves the school.</p>
<p>NO-ENTRY HOURS: 7:30-8:20am / 2:10-3:25pm</p> 	<p>The school building is exit only between 2:45-3:20pm. Parents, guardians and visitors are not permitted to enter the building during this time. Students are escorted outside for parent pick-up</p>