



**Booker T. Washington High School**  
**Atlanta Public Schools**

"With a caring culture of trust and collaboration, every student will graduate ready for college and career."

***We SHALL Rise!***



**Angela Coaxum-Young, Ed.D**  
*Principal*

9/27/2021

Dear Parents/Guardians:

As we continue to seek ways to ensure we maximize our safety and security protocols, we are strengthening our transition, dismissal and overall safety processes. Please make note of the following procedural shifts designed to support our commitment to student safety:

1. We have determined it necessary to redesign our dismissal plan. **Our new dismissal procedures will begin on Wednesday, 9/29/2022.** Bus loading cards will be used to inform students of their bus zone report locations beginning at 3:30p.m. As buses arrive on campus, they will be loaded one by one and immediately exited. Students who do not get to their bus loading zone in a timely manner, will run the risk of missing their bus home. Once a bus is called for loading from the designated zone, students will have three minutes to load the bus, buses will roll at the fourth minute. If a student fails to load the bus in a timely fashion, parents will be called for pick up. ***Car Riders will no longer exit from the front of the building, the car line will form around the back of the building in the upper parking lot.*** As parents arrive, car riders will be called from the cafeteria and dismissed to load cars. This will help us significantly reduce the traffic in the front of the building at dismissal. Walkers will be dismissed at 3:45 p.m. once we have cleared buses from the front of the building.
2. We are instituting a clear book bag policy beginning **10/18/2021**. Parents are encouraged to begin purchasing clear book bags in advance of this date. We are providing lockers for students (free of charge) who would prefer to store necessary items during the day in lieu of a clear book bag. In addition, the school recognizes that due to hardships, some students may need help securing a book bag. Students in need of a clear book bag due to hardship, may see Ms. Bambo, to be provided one as supplies last. Beginning 10/18/2021- any non-clear book bag entering will be retrieved at the security checkpoint and held until the end of the school day for the remainder of October.
3. School identification badges will now be required for entrance and transition throughout the building. We will begin taking student ID photos this week. Once we have captured the photos and printed IDs for all of our students, they will be required to wear their ID badge at all times while on campus. A three-way communication will go out before we begin our ID for entry protocol.

As a final note, we have made the recommendation to add a third school officer to our family. We hope to get this position approved and on-boarded expeditiously. We appreciate your support of our efforts to ensure safety and we believe that together, we can sustain a school known for our academic success and innovative measures designed to ensure safety. We are #theStandard!

Sincerely,

*Angela S. Coaxum-Young*

**Angela S. Coaxum-Young, Principal**