



# JCES ARRIVAL AND DISMISSAL PROCEDURES

SCHOOL HOURS FOR  
STUDENTS: 8:25-2:45  
(1:45 ON WEDNESDAYS)



## CAR DROP-OFF PROCEDURES

Car line begins at 7:50 AM. ***Students arriving after 8:25am are tardy and must be escorted by a parent into the front office, signed in, and receive a tardy slip. Students are expected to be in their classrooms, ready to learn at 8:25am.***

### ***Carline Reminders:***

- Pull into the middle gate and follow the flow of traffic and direction of staff on duty. All cars will exit the east gate during arrival and dismissal.
- Have students ready to exit the car quickly.
- Pull all the way forward in the line - Staff members are stationed along the entire sidewalk. Please pull all the way forward before stopping.
- Drivers may not exit the car or park the car on the car line for any reason. Staff members will be present to assist.
- Students must exit through the passenger side. No exceptions.
- Safety and car line flow are priorities. Do not stop the car line to let people cross in the crosswalk. A staff member will give them the "all clear" to cross when the traffic has stopped.
- If you feel your child requires your assistance, please park your car and walk your student to the school doors.
- Kindie and 1st grade students will enter the building through the Kindie door. 2nd-5th grade students and students wanting to eat breakfast will enter through the cafeteria doors. Students will report to designated, supervised areas to wait to be dismissed to class at 8:15.
- ESE Multi-age classrooms will be provided specific details about carline from their teacher.

## BUS RIDERS

Staff will be on duty to greet and welcome buses to campus. Adults on duty will guide students to their proper locations.

## BIKERS/ WALKERS

Families may escort students up to the school bike gates (there are bike gates on both the east and west sides of campus). After 8:25am, students are considered tardy and must enter through the front office to receive a tardy slip. Kindie and 1st grade students will enter the building through the Kindie door. 2nd-5th grade students and students wanting to eat breakfast will enter through the cafeteria doors. Students will report to designated, supervised areas to wait to be dismissed to class at 8:15.

**\*\*STUDENT SUPERVISION BEGINS AT 7:50 AM. STUDENTS WILL NOT BE ALLOWED ON CAMPUS BEFORE 7:50 (EXCEPT FOR MORNING EXTENDED DAY-ENROLLED STUDENTS). WE WANT TO MAKE SURE THAT ALL STUDENTS ARE SAFE AND SUPERVISED BY ADULTS. THANK YOU FOR YOUR UNDERSTANDING\*\***

# Dismissal Procedures

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STUDENTS MAY BE DISMISSED AS BUS RIDERS, WALKERS/BIKERS, OR THROUGH THE PARENT PICK UP LINE. FOR SAFETY REASONS, ANY CHANGES IN TRANSPORTATION SHOULD BE COMMUNICATED TO THE FRONT OFFICE NO LATER THAN 2:15 PM (1:15 PM ON WEDNESDAYS). PARENTS PICKING STUDENTS UP BEFORE THE END OF THE SCHOOL DAY, MUST DO SO BEFORE 2:15PM (1:15PM ON WEDNESDAYS).

## CAR PICK-UP PROCEDURES

Parent Pick-Up Line: Parents enter through the middle gate and immediately turn left traveling through the parking lot. Traffic exits through the east gate. Please have your child's name and grade displayed prominently on a card or sheet of paper in the front window so that a staff member can call for them. Be sure to pull all the way forward to the end of the sidewalk in the line with the student's name visible until the student is in the car. Significant delays will occur if the student's name is not displayed the entire time.

## BUS RIDERS

Staff will be on duty to assist students with loading buses.

## BIKERS/ WALKERS

Walkers and bikers will be dismissed to the east or west bike racks.

Parents may meet their student at the bike rack gates.

## RAINY DAY DISMISSAL PROCEDURES

If lightning is reported or if we are under a severe rainstorm advisory, rainy day dismissal is announced through text messaging. If lightning is reported, bikers & walkers will be held until it is safe. Crossing guards will remain on duty until students are dismissed. Bus riders will be dismissed as scheduled. The car line will also continue as scheduled but students will be called out from inside the building. Please expect delays as we dismiss students safely. We appreciate your patience.

## SAFETY REMINDERS

Cars should never stop at the bike racks to "quickly" pick up students, nor should cars meet students along Racetrack Road in order to avoid the car line. Parking at Dunkin Donuts or other businesses to wait for students has also caused serious safety concerns in the past and is highly discouraged.

**Help us maintain safety by avoiding phone calls and texting while driving on campus.**

