

Principal
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ARRIVAL/DISMISSAL PROCEDURES

Student academic hours: 8:00am-2:20pm (1:20pm Wednesdays).
Front Office hours 7:30am-3:00pm daily

Arrival Procedures

Car Drop-Off: Car line begins at 7:40am when staff are visibly on duty. Please do not allow your student to exit your vehicle prior to this time. Students arriving after 8:00am are tardy and must be escorted by a parent into the front office, signed in, and receive a tardy/welcome pass. **Students are expected to be in their classrooms, ready to learn at 8:00am.**

Carline Reminders:

- Vehicles will snake through the parking lot. Always keep pace with the vehicle in front of you.
- Have students ready to exit the car quickly once you've entered the parking lot. Students are to exit on the passenger side ONLY. Adults must stay in their vehicle at all times. This will ensure the safety of all students and adults.
- Pull all the way forward in the line - Staff members are stationed along the entire sidewalk. Please pull all the way forward before stopping and keep pace with the car in front of you.
- Safety and car line flow are priorities. Do not stop the car line to let people cross using the crosswalk. A staff member will give them the "all clear" to cross when the traffic has stopped.
- Students will enter the building through the doorways adjacent to the front office and report directly to classroom.

Bikers/Walkers: Entry into the gates will begin at 7:40am. After 8:00am, students are considered tardy and must enter through the front office to receive a tardy/welcome pass.

- Students will enter the building through the doorways nearest their entry gates into the campus.

Bus Riders: Students will begin arriving on campus at 7:40am.

- Students will enter the building through the doorways by the bus loop and will report directly to their classroom.

Student supervision begins at 7:40am. Students will not be allowed on campus before 7:40am. We want to make sure that all students are safe and supervised by adults. All school entrances and hallways will have adult supervision during arrival. Thank you for your support and understanding.

***Safety note:** Cars should never stop and meet students along Courtney Vista Drive to "quickly" drop off students to avoid the car line. This can cause dangerous traffic and serious safety concerns. Thank you for your support as student safety is our #1 priority.

Dismissal Procedures

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 submitted no later than 1:30pm (12:30pm on Wednesdays) in the Pikmykid app. Parents picking students up before the end of the school day for early check-out, must do so before 1:30pm (12:30pm on Wednesdays).

Parent Pick-Up Line: Parents enter through the parent pick-up gate and follow the traffic pattern. Please have your child's Pikmykid information displayed prominently on the car tag and hang it on the rear-view mirror or place on the driver's side dashboard so that a staff member can enter their information in the app and keep it displayed until your

child enters your vehicle. Be sure to keep pace with the car in front of you and continuously pull up as far as possible so that our line is in constant motion. Significant delays will occur if your car tag is not displayed the entire time.

Bikers/Walkers: Walkers and bikers will be dismissed to their appropriate bike rack and exit. Parents may meet their student outside of the exit gates.

Bus Riders: Bus stop information is available on the SJCSD's Chipmunk/Bus Planner apps.

Rainy Day Dismissal: If lightning is reported or if we are under a severe rainstorm advisory, rainy-day dismissal will be announced through Parent Square by 1:45pm (12:45pm on Wednesday). If severe weather is imminent and is forecasted to pass through quickly, bikers & walkers will be held until it is safe to release them. If the severe weather is forecasted to remain in place for some time, bikers & walkers will need to be picked up in the parent pick-up line at dismissal. **Once the decision is made for bikers & walkers to go to parent pick up, it will not change even if the weather changes and clears up before dismissal.** Please make the necessary arrangements for your student to be picked up when notified. Bus riders will be dismissed as scheduled but may be delayed as we are only able to load a few buses at a time. The car line will also continue as scheduled but may be delayed as well. Please expect these delays as we safely dismiss our students during the inclement weather. We appreciate your patience, support, and understanding.

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