

**James Clark School
Arrival/Dismissal Procedures**

8:55 a.m. – First Bell

9:05 a.m. – Second (Late) Bell

3:20 p.m. – Dismissal of Walkers & Students being picked up

3:25 p.m. – Dismissal of Bus Students

ARRIVAL:

Parents who drive their child to school **MUST use the Car Line** to drop off their child. **No one is to park in front of the sidewalk or cafeteria to drop off a child** – this blocks cars entering the parking lot and blocks the Fire Lane.

Parents may also park in designated parking spaces (not the grass) and walk their child into the school.

Students being dropped off may not arrive until 8:40 a.m. and they must wait in the cafeteria until the first bell. No students are allowed in the classrooms until 8:55 a.m.

LATE ARRIVAL:

Students arriving after the second bell at 9:05 a.m. are considered “late” and must check in at the office before going to their classroom.

DISMISSAL:

Parents picking up their children at the regular dismissal time have the option of having their child wait in the cafeteria or wait in the car line outside. You must send a note to school indicating where you will pick up your child.

CAFETERIA PICK-UP: Parents must wait in the cafeteria for their children. Parents may not wait in the hallways. You do not have to check in at the office. Children will be dismissed to their parents by the staff member on duty.

CAR LINE PICK-UP: Parents must wait in their cars in the marked car line before the school parking lot. You may not park your car and walk over to the car line to get your child. Children will be dismissed to their car by the staff member on duty.

WALKERS: Walkers will be dismissed to the crossing guard who will wait outside the school for them.

EARLY DISMISSAL:

If you need to have your child dismissed from school early, you must send a note to school indicating what time your child will be picked up. You must check in and wait in the office and the secretary will call down to the classroom to have your child dismissed.