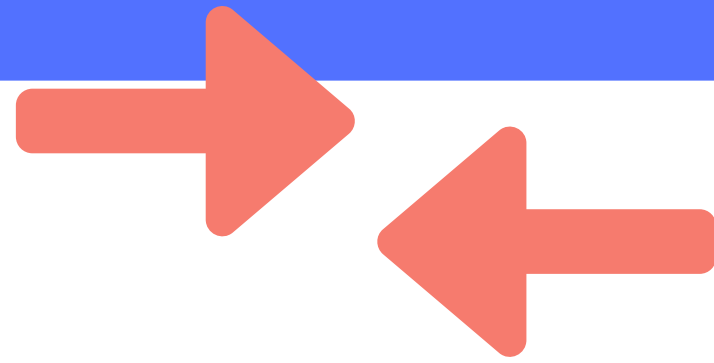




ARRIVAL/DISMISSAL

PROCEDURES

JUSTIN ELEMENTARY SCHOOL

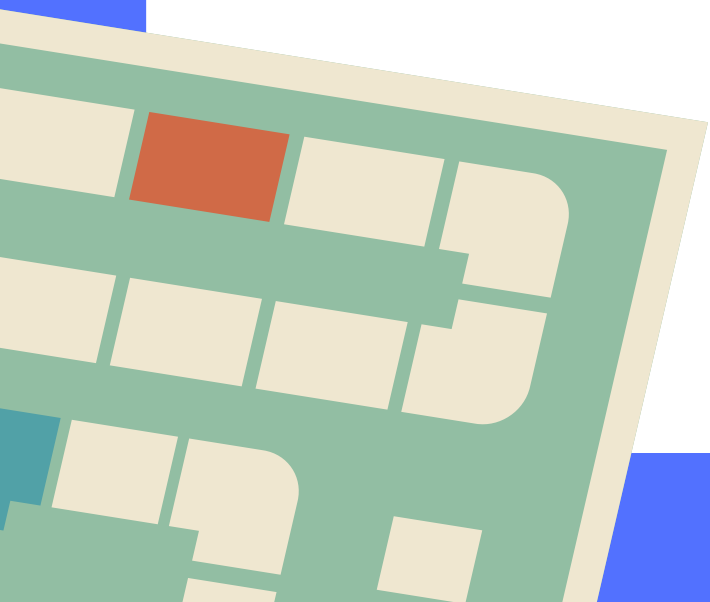
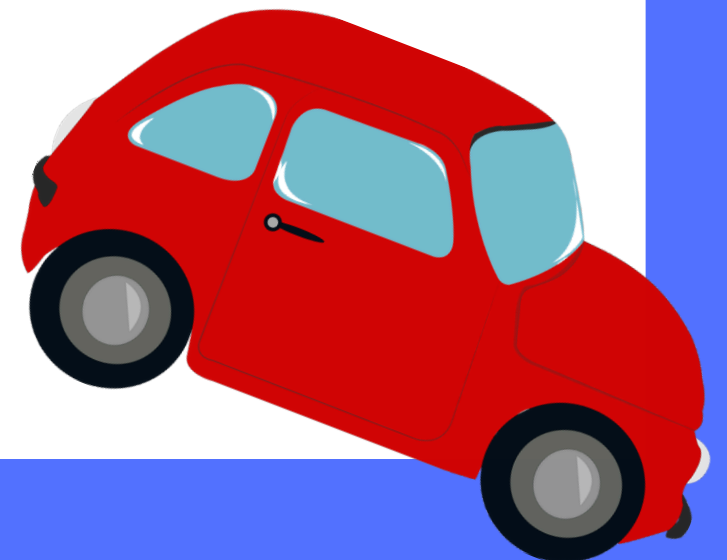


TABLE OF CONTENTS

- ★ Arrival Expectations
- ★ Arrival Procedures
- ★ Dismissal Procedures
- ★ Ride Changes and Early Release
- ★ FAQs



ARRIVAL EXPECTATIONS



At Justin Elementary School, **safety** is our TOP priority!

Arrival & Dismissal Procedures facilitate a safe, efficient arrival & dismissal process for students, staff, and families.

For your child's safety, students should not arrive to school prior to 7:20 am unsupervised

School Hours - 7:40 AM-3:05 PM

- Doors open at 7:20 am
- Students should be in their seats ready to learn at the 7:40 am bell

Breakfast is served in the cafeteria beginning at 7:20. If your child plans to eat breakfast, he or she needs to be in the cafeteria by 7:30 to allow time for eating and getting to class on time



ARRIVAL PROCEDURES



Drop off starts at 7:20

Class starts at 7:40

Students should not be dropped off earlier than 7:20.

Staff begin monitoring students at 7:20



CAR RIDERS

BUS RIDERS

WALKERS/
BIKE RIDERS

PRE-K
ECSE

DISMISSAL PROCEDURES



Dismissal at 3:05

Early Release Days at 11:45



CAR RIDERS

BUS RIDERS

WALKERS/
BIKE RIDERS

PRE-K
ECSE

DAYCARE



RIDE CHANGES & EARLY RELEASE

Ride Changes

- Must be submitted through the campus ride change form – found on the main page of the JES Website
- Any changes to Dismissal must be submitted on the Ride Change Form by 2:00 PM
 - Please do not email or ParentSquare teachers for Ride Changes as teachers may be off campus, may not see the email or may have an emergency that prevents them from seeing your message.

Early Release

- Students picked up early must be signed out by an authorized adult through the Front Office.
- Students being picked up for Early Release must be picked up by 2:30 PM.



FREQUENTLY ASKED QUESTIONS

||| [NEXT](#) 

- **Can parents walk students to class?**
 - Parents are welcome to walk students to class the first 3 days of school
 - Parents must present an ID in the office to badge in as a Visitor
 - Students will walk themselves to class independently beginning the first Monday of the school year.
 - Staff will be stationed throughout the building ready and willing to help students needing
 - assistance
- **Can older siblings walk younger siblings to class?**
 - Yes! We will encourage independence after the 2nd full week of school
- **When does Dismissal begin?**
 - At 3:05
- **Can older siblings meet to dismiss together?**
 - Siblings who are walkers will meet their younger sibling in the Early Childhood wing prior to leaving the building
 - Bus and Car Riders will be dismissed from their grade levels and will meet on the Bus or at Car Cones





FREQUENTLY ASKED QUESTIONS



- **How long does the Car Rider line take?**
 - Our Car Line is typically complete by 3:20 after the first couple weeks of school
 - Plan for longer wait times the first couple of weeks of school!
 - Thank you for giving grace as everyone is learning the system!
 - Students will be indoors until your vehicle is close to being ready to load
- **NISD Transportation 817.698.1287**
- **AlphaBest www.alphabest.org**

CAR RIDER – ARRIVAL

Where

- The **circle driveway** in the front of the school
- No car rider drop-off in the back of the school, nor in front parking lot

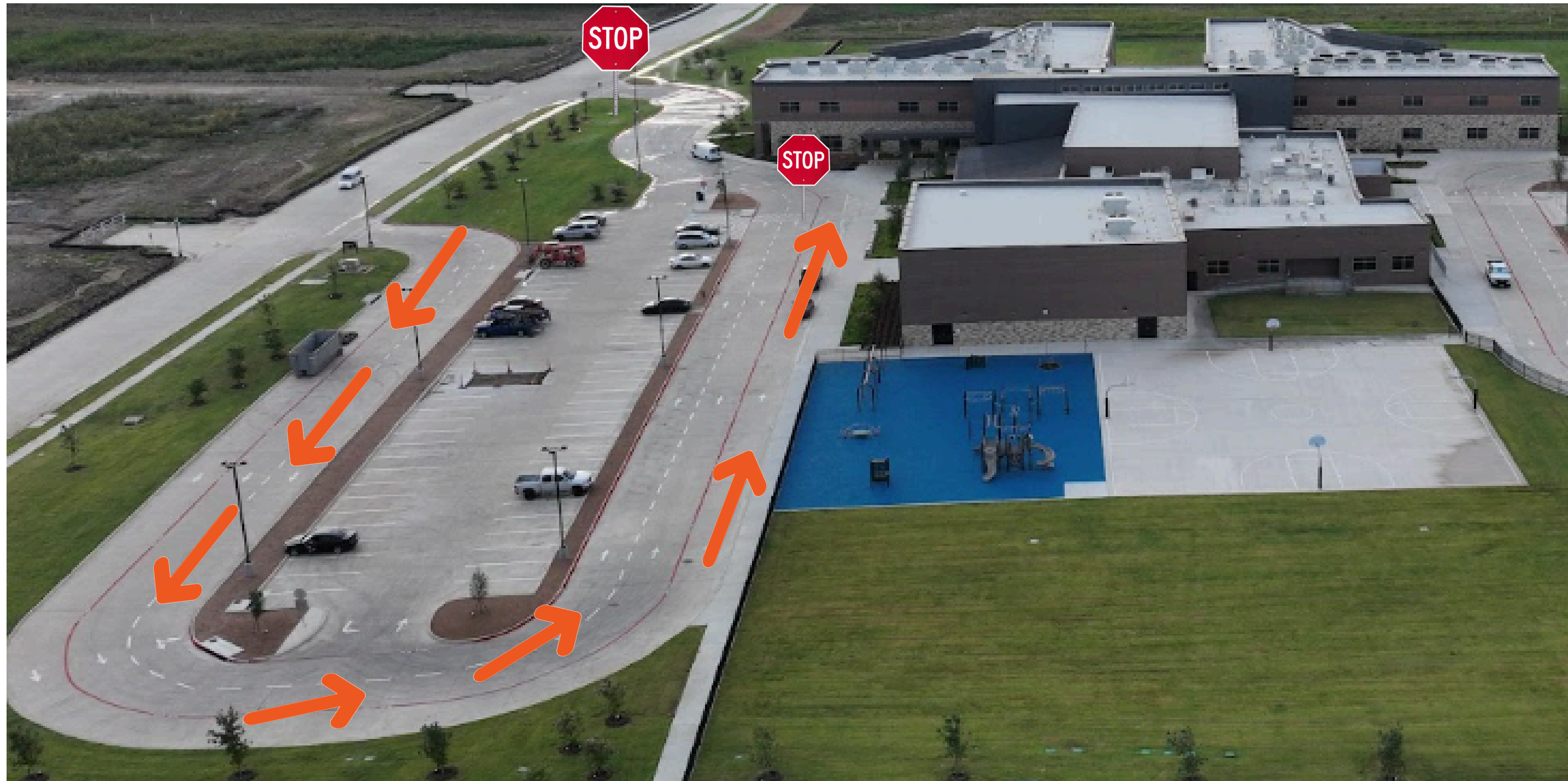
How

- Cars in a **single file** line
- Pull up as far forward as traffic allows – keep crosswalk clear
- Parents remain in car

- Parents should make only one stop for all students exiting the vehicle – pulling up as far forward as traffic allows
- Once traffic stops in front of school, let students out – no need to pull directly to the front door. Staff will be there to greet your child and help them inside the building.
- Parents wishing to walk students into the building or needing to assist students out of vehicle can park in the parking lot and walk students to the front entry
- Parking lot is **not** used for car drop-off
- Traffic in the school drive should “zipper” merge on the curve leading to the front of the school



CAR RIDER – ARRIVAL MAP



- SINGLE FILE ALONG CURB FROM FRONT DOOR TO FLAG POLE (STAFF WILL BE ASSISTING STUDENTS)
- PULL AS FAR FORWARD AS TRAFFIC ALLOWS
- ADULTS REMAIN IN THE CAR
- DO NOT USE THE PARKING LOT TO DROP STUDENTS OFF UNLESS YOU WALK THEM IN

BUS & BIKE RIDERS & WALKERS – ARRIVAL

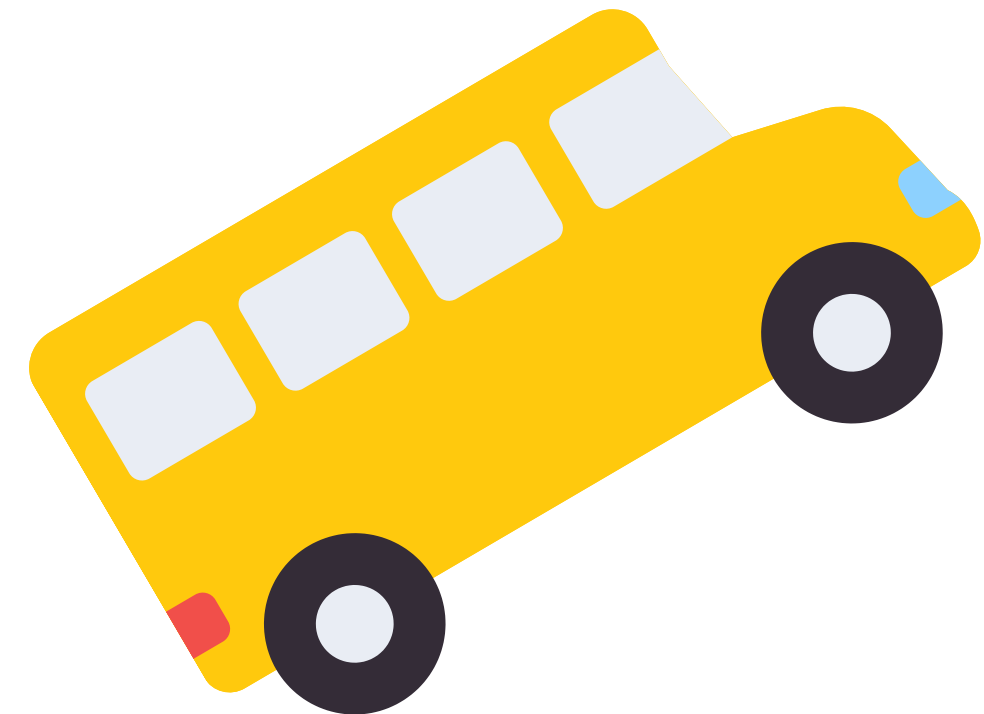
NEXT

Bus

- All buses will drop off in the back driveway of the school
- Students will enter through the back door
- Please review Bus Rider Handbook.

Walkers/Bikes

- Walkers and Bike Riders will drop off in the front of the school
- Bike racks are available for students to secure their bikes
- Justin Elementary is not responsible for lost or stolen bikes/scooters





BIKE RIDERS & WALKERS – ARRIVAL MAP



- If you are walking your child to the front of the school, please only use crosswalk
- If adults are planning to enter the building they will need to sign in through the front office – Door 1
- Bike racks are located in the front of the school



PRE K/ECSE – ARRIVAL

Full Day PK/ECSE

- All PreK/ECSE students will follow the same arrival procedures previously outlined
- Parents can park in the front parking lot and walk students in if they prefer. Please use the crosswalk.
- Staff will be on duty to receive students in the cafeteria

Half Day ECSE

- AM: Follow same procedures previously outlined
- PM: All drop offs will be at the front of the school—including bus drop off



DISMISSAL PROCEDURES

Dismissal at 3:05

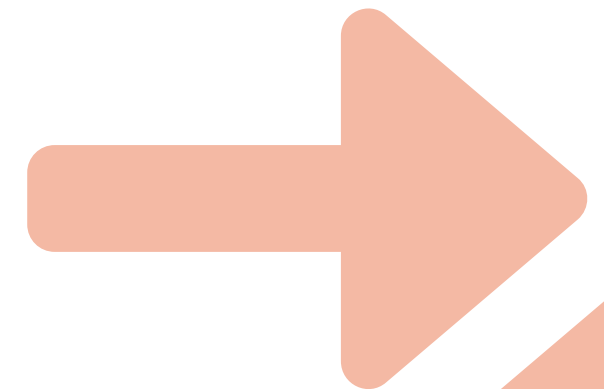
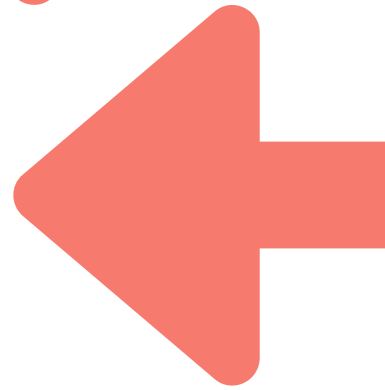
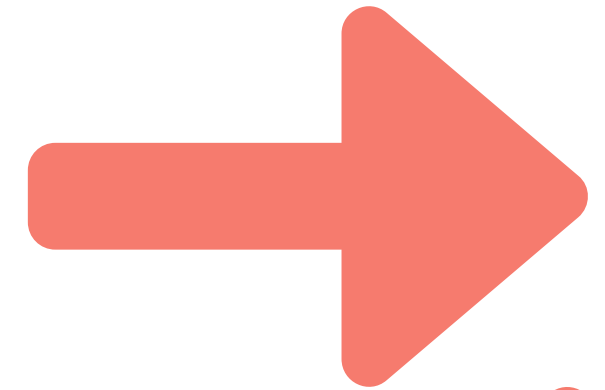
Early Release Days at 11:45

CAR RIDERS

BUS RIDERS

WALKERS/
BIKE RIDERS

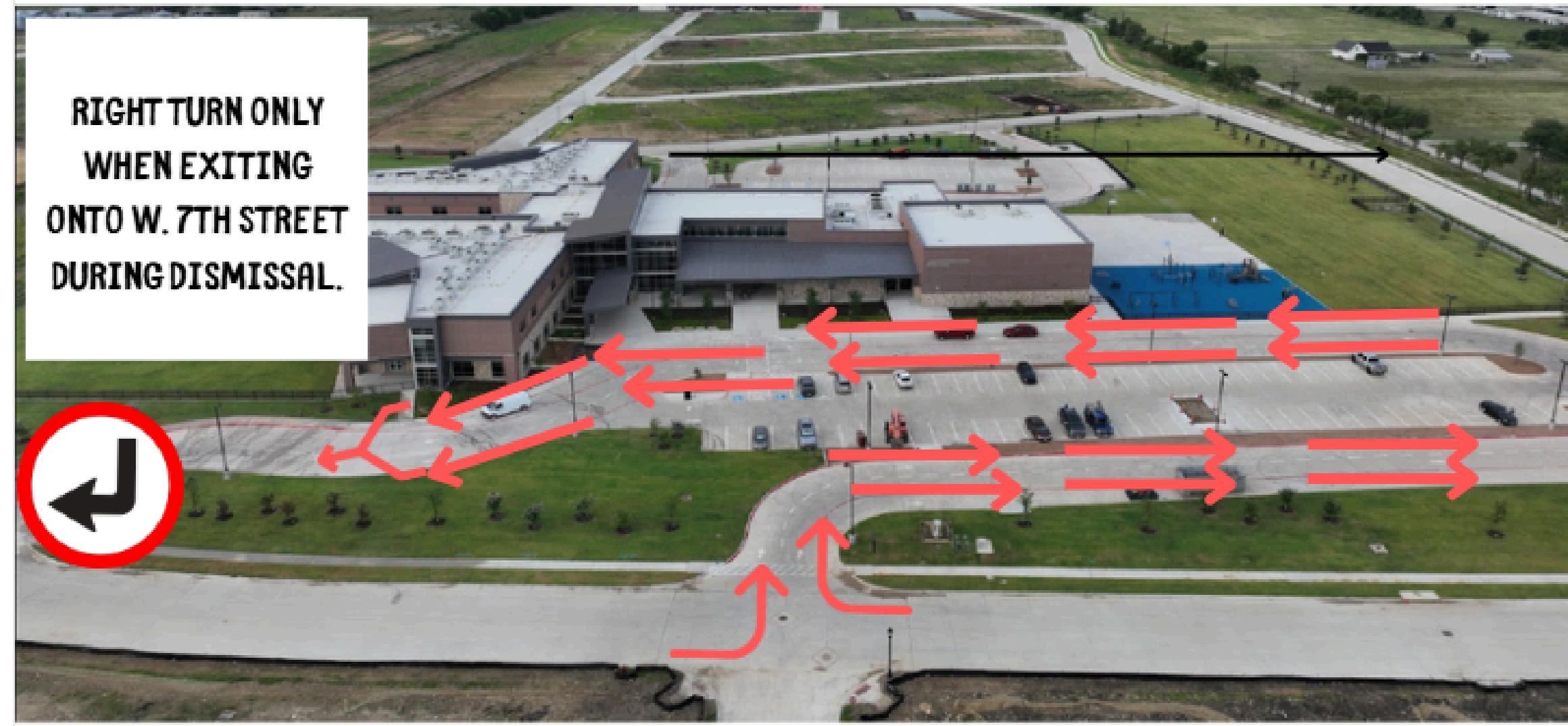
PRE-K
ECSE



CAR RIDER – DISMISSAL

Where

- The circle driveway in the front of the school
- Students going home in a vehicle will use this dismissal procedure



- Parents should **NOT** park on side streets to have students walk to them
- Justin Elementary "Car Tags" will be available at Meet the Teacher and can be sent home with students upon parent request
- People picking students up who don't have a "Car Tag" will be asked for a Driver's License for verification to facilitate safe dismissal

CAR RIDER DISMISSAL – MAP



- 2 lines of traffic
- **Center lane remains empty of cars.**
- Have Car Tag visible
- Pull as far forward as traffic allows
- DO NOT pull out of the line to go around cars in front of you
- Adults remain in the car
- If your child needs assistance with buckling, please pull into our parking lot once student is loaded into car.



RIGHT TURN ONLY
WHEN EXITING
ONTO W. 7TH STREET
DURING DISMISSAL.





BUS RIDERS – DISMISSAL

- All buses will pick up in the back driveway of the school
- Students will exit through the back door
- Please review Bus Rider Handbook.
- Student must have their SMART Tag
- SMART Tag replacement costs \$4
- Download the SMART Tag app

To ensure our small children arrive home safely, Kindergarten or First Grade students will not be dropped off at any stop without a responsible person to take custody of that student. A responsible person could be an older sibling, parent, or emergency contact. If there is no responsible person to receive the student, they will be transported back to the school and it will be the parent/guardian's responsibility to pick the student up from the school.



After school, if your child does not arrive at home during the normal time frame, please call the Northwest ISD Transportation Dispatch office at (817) 698-1287 for information and assistance.

DAYCARE DISMISSAL

Berkshire Drive



- Enter from Berkshire and turn onto Birkdale Dr, to access the back of the school on Wheatland Dr.
- The passenger side of your van should be on the curb nearest the school.
- Students will be escorted out the back of the building, along the sidewalk and out to your van.
- Stand outside your van to account for students entering your van.



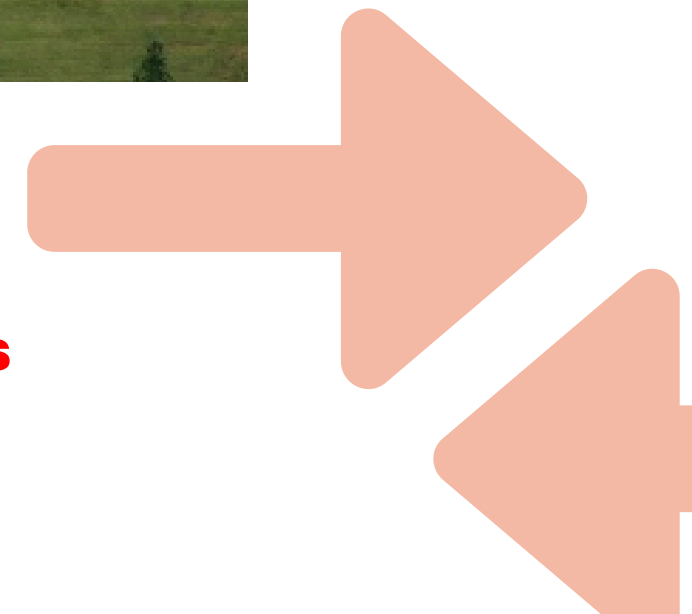
WALKERS & BIKE RIDER – DISMISSAL

Where

- Walkers dismiss out the Early Childhood Wing (Door 2) to the left of the front entry near the grassy gated area.
- Bike Riders will exit the building with staff supervision to the bike racks, then walk their bike/scooter to the stop sign at the front exit of the building.



- Parents are welcome to meet their students at the stop sign to walk home together.
- **Please do not park cars on West 7th Street to wait for students as this blocks traffic and slows the dismissal process.**



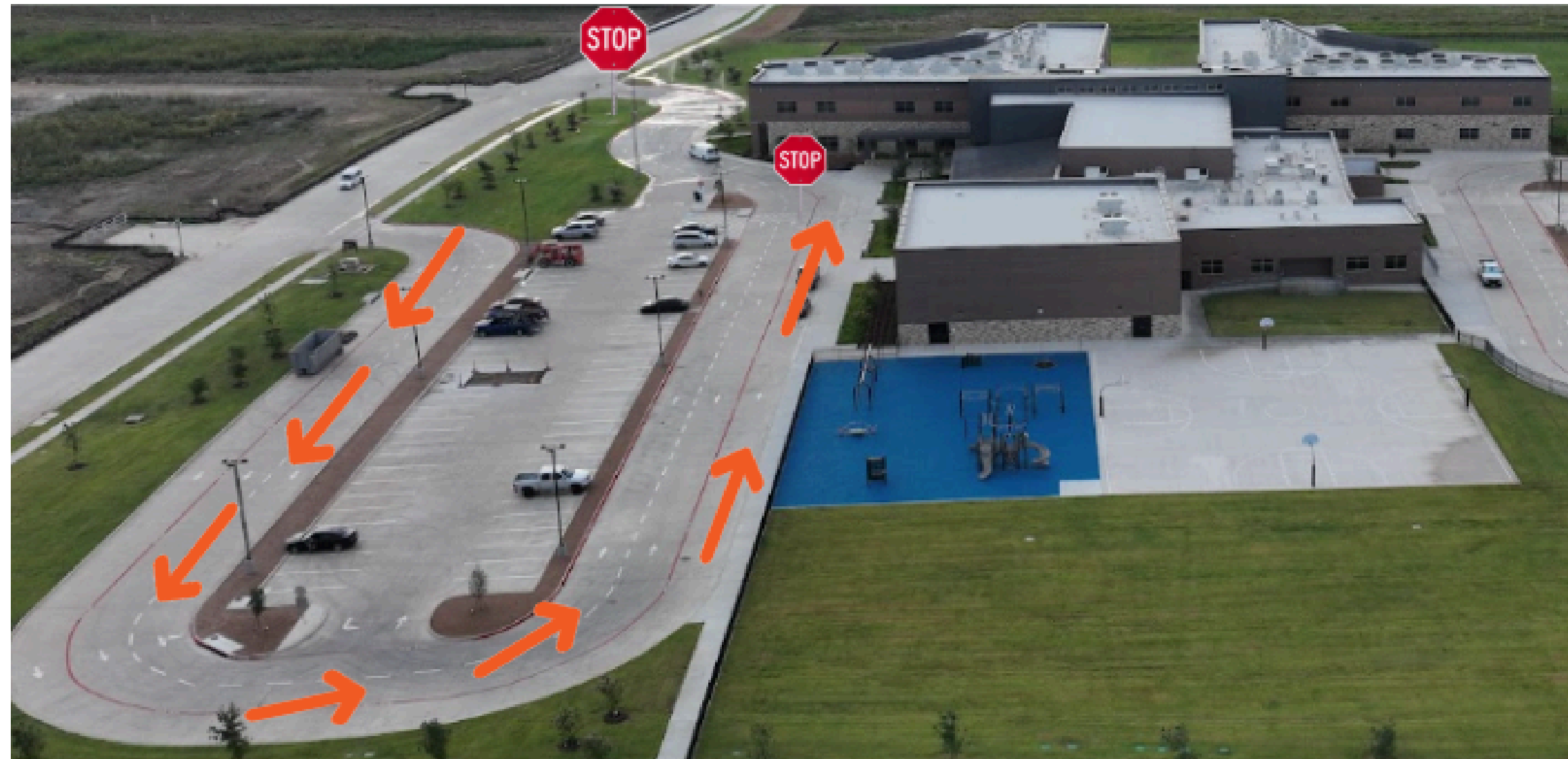


PK/ECSE DISMISSAL

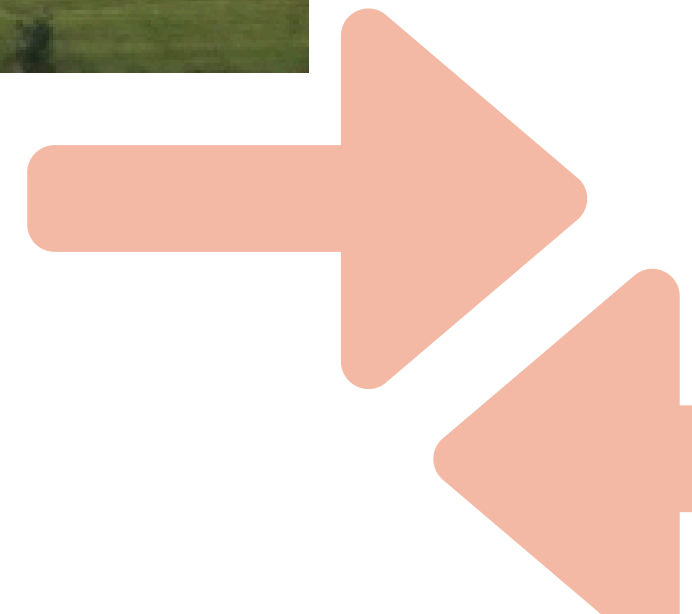
Full day PreK and ECSE students will follow same dismissal procedures as other students. Please refer to other dismissal procedure instructions.

**This is for half day
(3 year olds) only**

- Students will be picked up in the front of the school by the bus or by the parents



- If an adult does not have a Car Tag, they will be asked for ID to verify that they are an approved adult in our system





RIDE CHANGES & EARLY RELEASE

Ride Changes

- Must be submitted through the [campus ride change form](#) – also found on the main page of the JES Website
- Any changes to Dismissal must be submitted on the Ride Change Form by 2:00 PM
 - Please do not email teachers for Ride Changes as teachers may be off campus, may not see the email or may have an emergency that prevents them from seeing your message.

Early Release

- Students picked up early must be signed out by an adult through the Front Office
- Students being picked up for Early Release must be picked up by 2:30 PM

FREQUENTLY ASKED QUESTIONS

||| [NEXT](#) 

- **Can parents walk students to class?**
 - Parents are welcome to walk students to class the first 3 days of school
 - Parents must present an ID in the office to badge in as a Visitor
 - Students will walk themselves to class independently beginning the first Monday of the school year.
 - Staff will be stationed throughout the building ready and willing to help students needing
 - assistance
- **Can older siblings walk younger siblings to class?**
 - Yes! We will encourage independence after the 2nd full week of school
- **When does Dismissal begin?**
 - At 3:05
- **Can older siblings meet to dismiss together?**
 - Siblings who are walkers will meet their younger sibling in the Early Childhood wing prior to leaving the building
 - Bus and Car Riders will be dismissed from their grade levels and will meet on the Bus or at Car Cones





FREQUENTLY ASKED QUESTIONS

- **How long does the Car Rider line take?**
 - Our Car Line is typically complete by 3:20 after the first couple weeks of school
 - Plan for longer wait times the first couple of weeks of school!
 - Thank you for giving grace as everyone is learning the system!
 - Students will be indoors until your vehicle is close to being ready to load
- **NISD Transportation 817.698.1287**
- **AlphaBest www.alphabest.org**

