James Mastricola Upper Elementary School

2026-2027 Student Drop Off & Pick Up Procedures

Student Drop-Off (8:25-8:40 a.m.):

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To enhance traffic flow on the streets surrounding JMUES, families are encouraged to utilize bus transportation in the morning. Should your family choose to drive your student to school, please follow these procedures:

Morning drop off begins at 8:25 a.m. Parents/guardians are asked not to arrive before this time. There are no staff members on duty prior to 8:25 a.m.

Cars dropping off students will turn on to McElwain St. and drive to the second row of the church parking lot (see diagram on reverse side). They will then pull all the way down to School Street and stop at the beginning of the cross walk.

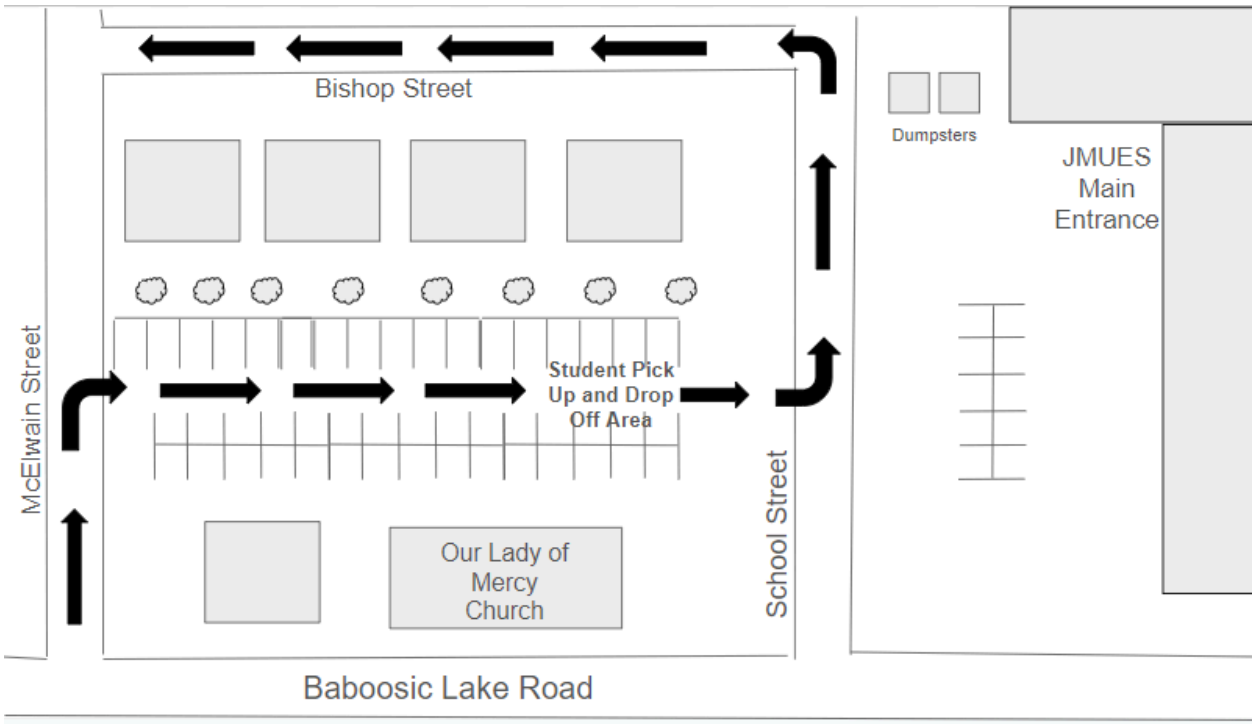
Cars dropping off students will turn on to McElwain St. and drive to the second row of the church parking lot. They will then pull all the way down to School Street and stop at the beginning of the cross walk. We strongly suggest that all students unload from the passenger's side of the vehicle, and we ask that parents remain inside the vehicle while school staff assist students as-needed. Buses will pull forward to the corner of Bishop and School School Street. We will unload as many buses as safely possible when the bell rings at 8:25 AM. We ask families who are dropping students off to please allow students to exit their vehicles and move to the crosswalk at 8:25 AM, at which time a staff member will assist them as they cross School Street to enter the building.

To exit the drop-off area, cars will take a left at the cross walk onto School Street and proceed to Bishop Street where they will take a left driving toward McElwain Street.

Student Pick-Up (3:00-3:10 p.m.):

Parents/guardians are asked to park in a parking spot in the church lot and walk to the area at the end of the crosswalk on the parking lot side to meet their child.

Students being picked up, walking or riding bikes must have a parent note in the School Dismissal Manager app.

School ends at 2:55 p.m. We ask that if you plan to dismiss your child from school early, to please do so prior to 2:45 PM so that all staff can be available to perform dismissal procedures. Children with written permission to be dismissed as a walker will line up in their color team hallway to be checked off by school staff. Staff will then lead walkers to the Main Entrance

doors and guide them across the crosswalk. Fifth grade walkers will be dismissed with the first wave of buses, and sixth grade walkers will be dismissed with the second wave of buses. We appreciate your support with this process as **our goal is to ensure the safety of all.**