

Jackson Elementary Car Rider Information

	Morning Arrival		Afternoon Dismissal	
	Parents	Students	Parents	Students
Positive	Be patient while waiting. Smile and wave at the teachers.	Smile and greet teachers.	Be patient while waiting. Smile and wave at the teachers.	Be patient listening for your number.
Respectful	Follow directions from staff members. Stay off cell phones while the car is moving.	Follow directions from staff members. Enter at the closest door.	Follow directions from staff members. Stay off cell phones while the car is moving.	Remain quiet so everyone can hear their number. Walk to your assigned paw print. Keep all belongings in your book bag while in the cafeteria.
Involved	Keep traffic flowing at a safe and steady pace.	Open and close your car door. Exit on the passenger side.	Keep traffic flowing at a safe and steady pace.	Listen for your number and get up right away.
Determined	Arrive to school before 8:15 without being tardy.	Stay on the sidewalk away from the yellow line.	Always display your car rider number.	Sit at your assigned table according to your number. Wait for the wheels to stop before getting close to your car.
Excellent	Drop your child off before 8:10 every day.	Show your Jackson PRIDE.	Pick up your child by 3:05 every day.	Show your Jackson PRIDE.

Why do we check IDs?

The entire staff at Jackson Elementary is committed to the safety and security of each student. If the person picking up a student does not have the car rider number tag, we will ask to see a photo ID. We do this to make sure the person picking up the student is listed on either the Car Rider Authorization List or in our Student Information System. If that adult is not listed, it is our policy to contact the parent before releasing the student into the care of that adult.

If there is ever a change in who will be picking up your child, please send an email to the homeroom teacher and front desk (Katelyn.Phillips@gcpsk12.org). The teacher will notify the staff members on car rider duty. Please notify the teacher before 2:00 to avoid confusion at the end of the day.

Important Times

Arrival 7:45–8:15

Gate closes at 8:15 AM.

After 8:15, go to the front office to check-in with parent.

Dismissal 2:45–3:10

After 3:10, go to the front office to check-out your child (with ID).

Car Rider Assistant Principal

Karen Dougherty

(770)682-4200

Karen.Dougherty@gcpsk12.org

JACKSON ELEMENTARY

Car Rider Procedures 2024-2025



Jackson Elementary

2024–2025

Taking Learning to New Heights

Jackson Elementary Car Rider Procedures

Student & Staff Safety	Morning Arrival	Afternoon Dismissal
<p>Jackson Elementary is committed to teaching students in a safe environment. We are asking that parents follow our car rider procedures to keep our students and staff members safe during morning arrival and afternoon dismissal.</p> <ul style="list-style-type: none"> When arriving in the car rider lane, pull forward as much as possible so we can accommodate more cars in our parking lot at one time and keep traffic moving on Sever Road. Students should get out of the car the first time it stops in the car rider lane (along the yellow curb). This keeps the traffic flowing in the parking lot and on Sever Road. Do not pass other cars while in the car rider lane. The car rider lane is a No Idle Zone as part of the Clean Air Campaign. Please turn off your engines while waiting for the first bell to ring in the morning and afternoon. While cars are in motion, cell phones should not be in use (calls, texts, apps). <div data-bbox="116 1244 256 1444">  </div> <p>Remember, only right turns exiting the Jackson parking lot.</p>	<p>The first bell rings at 7:45. Students may not enter the building before that time. Please pay close attention to the staff members on car rider duty and follow their directions so that students enter the building safely and traffic flows.</p> <ul style="list-style-type: none"> Students should be ready to exit the car (shoes on & tied, book bag on, hugs/kisses exchanged). Students should open and close the door on their own. Parents should stay in the car. If students need more time or assistance, a staff member will help, or you can pull forward and park. For safety reasons, they should exit the car on the passenger side, closest to the sidewalk. Students will enter through the door closest to their drop off spot as directed by a staff member on duty. Staff are stationed inside the building to help direct students to their classrooms. <p>For students to begin instruction at 8:15, a warning bell will ring at 8:10. Students will not be considered tardy until 8:15 when the tardy bell rings. The gate will be closed at 8:15 AM. If you arrive after 8:15, you must go to the front doors and an adult must walk their child inside the front lobby to check in as tardy.</p>	<p>Parents should not arrive on campus before 2:30. At 2:45, we will begin to call numbers and students will start loading into cars. You can help by making sure your child knows their car rider number. Students will be assigned to a paw print. When the car comes to a complete stop, students will be allowed to enter the vehicle from the back passenger side door. They should be able to open the door on their own and fasten their own seatbelt.</p> <p>Parents should have the car rider number in view from the time they enter the parking lot until the student enters their vehicle. If there is no car rider number displayed, you will need to park. A staff member will ask to see photo id. For that person to pick up the child, they must be listed as an Authorized Pick-up List (part of the car rider digital registration form).</p> <p>If students are not picked up by 3:10, parents will need to go to the front office, come into the building with id to check out their child. If this continues to happen (more than three times), our guidance is to contact a social worker, DFACS, and/or our SRO.</p> <div data-bbox="1326 1367 1427 1464">  </div> <p>PLEASE BE ON TIME.</p>