

TRANSPORTATION

PARENT DROP OFF/PICK-UP

PRESCHOOL PARENT DROP OFF: 8:00-8:15 AM

- Preschool students should be dropped off at the Discovery Place Preschool. We have staff waiting to guide students to their designated locations and classrooms.
- After 8:15 AM, preschool students must check in at the Discovery Place Office.
- Breakfast for preschool students is served in the classroom at 8:15 AM.
- ***Families needing to drop off before 8:00 AM may utilize Kids Club at Discovery Place and will be charged a fee. Please make arrangements with Kids Club if your student needs before school care.***
- ***If students are dropped off before 8:00 AM, they will be walked to Kids Club and charged a flat weekly rate.***

K-3 PARENT DROP-OFF: 7:40-8:10 AM

- All K-3 students should be dropped off by the lower parking lot by Door 3.
- Door 3 will be locked until 7:40 AM, and students cannot be left unattended outside.
- We have staff available to meet students and guide them inside beginning at 7:40 AM.
- After 8:15 AM, K-3 students must check in at the main office by Door 2.
- ***Families needing to drop off before 7:40 AM may utilize Kids Club at Discovery Place and will be charged a fee. Please make arrangements with Kids Club if your student needs before school care.***
- ***If students are dropped off before 7:40 AM, they will be walked to Kids Club and charged a flat weekly rate.***

HUG AND GO AREA:

- K-3 parents bringing students into the building, will need to enter the Main Office area at Door 2 where we have a Hug and Go area.
- To help students become more independent, we ask that as parents reassure students and keep their goodbyes brief when they drop students off in the Hug and Go area.
- We will staff to help guide students to their designated areas.
- Parents are not able to walk students to their lockers or classrooms unless it is pre-arranged or they have a scheduled visit.
- **Exception:** On the first day of kindergarten, parents may walk students to their lockers and classrooms and have a brief goodbye. After the first day of kindergarten, parents may use the Hug and Go area if bringing their students inside the building.

PRESCHOOL PICK-UP: 3:05-3:15 PM

- Students will be picked up from the Discovery Place Door (unless arranged to meet older siblings at different locations).

KINDERGARTEN PICK-UP: 3:05-3:15 PM

- Students will be picked up by Door 2 (upper parking lot). For safety, if parents are parked across the street, they must walk over and cross the street with their child. We will not let students cross the street by themselves.

FIRST-THIRD: 3:05-3:15 PM

- Students will be picked up by Door 3 by the lower parking lot. Older siblings will be dismissed to pick up their younger siblings in their classrooms, and take them to designated areas.

PARKING

- To avoid traffic congestion, there is available parking at Salem Lutheran Church parking lot, on Park street, or the upper or lower parking lots. There is no parking or driving on the playground or in bus zones.

LATE AFTER SCHOOL PICK-UP

Students not picked up by 3:30 PM will be walked to Kids Club and charged a flat rate weekly fee. Parents will pick them up from Kids Club.

- 1-3 days = \$25.00
- 4-5 day per week = \$50.00

KIDS CLUB

Holly Schmit: Kids Club Director

- For more information regarding Kids Club please visit the website at <https://www.jccschools.com/kidsclubdaycare> or contact Kids Club Director, Holly Schmit to arrange for before and/or after school care.
- Kids Club Phone: 507-847-5868
- Email: holly.schmit@jccschools.net

END OF DAY CHANGES

Changes to end-of-day transportation plans must be communicated by email to the office and teacher or by direct call to the office at least 30 minutes before dismissal to avoid students following their normal end-of-day procedures.

NON-HOUSEHOLD TRANSPORTATION

Students will not be allowed to go home with a non-household relationship without prior communication. Transportation of students by non-parent/guardians must be requested in advance of dismissal by the parent/guardian.

PICK-UP/DROP OFF DURING SCHOOL HOURS

**If you are picking up or dropping off your child during school hours, you will need to sign them out in the main office (door 2). Students will not be allowed to leave the building until a parent/guardian signs them out from the office.*

VISITORS AND VOLUNTEERS

To ensure safety, all visitors and volunteers must sign-in at the main office and get a visitor's badge.

WALKERS/BIKE RIDERS: 7:40-8:10 AM

Students may enter the school at Door 2 (main office)

Encourage your child to:

1. Cross streets at crossings - never in the middle of the block.
2. Observe ALL traffic rules.
3. Return to school or home directly without stopping to play.
4. Never accept rides or talk to strangers.
5. Obey ALL school patrols.

The school patrol will help children cross North Highway at Park Street. The patrol will be there from 7:35–8:10 AM and 3:00–3:20 PM each full school day. It is absolutely essential that our students obey the school patrols. Parents please do not let your child/children run across the street. Inform them that they are to wait for the school patrol person to let them cross. Encourage your child/children to obey the school patrols.

BIKES AND SCOOTERS

Children are allowed to ride bicycles or scooters to school. No skateboards are allowed. An area is provided for parking, but the school does not accept any responsibility for the bicycles or other equipment. As a measure of safety the following guidelines must be complied with at all times:

- All bicycles must be parked in the area provided.
- All bicycles must be pushed, not ridden, whenever on school grounds.
- No bicycles may be ridden during the school day.
- No child may ride a bicycle belonging to someone else.
- Bicyclists should obey all traffic rules.
- Students should bring a lock if possible. JCC School District is not responsible for possible theft, loss, or damage of personal property, including bikes, scooters, etc.
- Violation of these rules by the student will result in the loss of this privilege.

BEFORE AND AFTER SCHOOL SUPERVISION

Due to our 2-tiered bus system, many students have extended times at school before or after the school day is officially in session. This supervision is a privilege and a service the school district provides. ***Students who fail to meet expectations for behavior may lose the privilege to be at school before or after the bell (*8:10 AM or 3:05 PM). In these cases, parents will be required to drop off, pick up, or utilize Kids Club.***

BUS TRANSPORTATION

Students living more than one mile from school may apply for bus transportation. Please call the school at 847-5963 or **Palmer bus at 849-7117 or 507-841-2458**. To provide safe, efficient transportation all of us need to be courteous and cooperative.

BUS RIDERS

Parents of bus riders will be contacted by Palmer Bus Company regarding bus routes and times. Space in front of the Riverside building is reserved for school vehicles between 7:45-8:10 AM and 2:45-3:30 PM. On Wednesdays, space will be reserved for school vehicles from 7:45-8:10 AM and 1:45-2:20 PM due to the 2:00 PM early dismissal time. All morning bus riders will be picked up/dropped off on the school playground blacktop. The afternoon Jackson-Lakefield transfer buses will pick up students in front of Riverside. All afternoon route buses will pick up students on the school playground blacktop. For questions regarding busing, please contact John Thoreson, at Palmer Bus Company, jthoreson@palmerbusservice.com.

*Bus drivers have authority to assign seats at any time. The bus and bus stop are extensions of the school day. Students are expected to continue to show their Husky Pride.

RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT. *Palmer Bus Service of Jackson reserves the right to deny transportation to a student after their first offense depending on the severity of the incident (ie. Damage to the bus, intent to harm another student).*

Bus Rules and Consequences

Class I Offenses	Class II Offenses
<ul style="list-style-type: none"> ● Spitting ● Excessive noise ● Horseplay/mischief/distracting behavior ● Eating/Drinking/Littering on the bus ● Leaving seat/Standing without permission from driver or para ● Use of liquid containers in any form ● Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material ● False identification/Refusal to identify oneself ● Riding unassigned bus ● Opening window past the safety line ● Riding or attempting to ride any bus during a bus suspension ● Disobedient to the driver/para ● Inappropriate technology use ● Other offenses as reported by driver, bus manager or principal 	<ul style="list-style-type: none"> ● Hanging out of window ● Throwing/shooting of any object ● Bullying and/or physical aggression against any person/Fighting ● Profanity/threats directed at driver/para/other ● Vandalism to bus (restitution will be made) ● Holding onto/or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement ● Lighting of matches, lighters, or any flammable object or substance ● Unauthorized entering or leaving but through exit/tampering with bus ● Possession or threat of weapons/flammables ● Possession/use of laser pens or pointers ● Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttle) will carry a minimum penalty of a Class II first offense ● Other offenses as reported by driver, bus manager or principal
<p style="text-align: center;"><u>Class I Offense</u></p> <p>1st Offense:</p> <ul style="list-style-type: none"> ● Warning ● Parent Notified ● Admin. Notified <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Parent Notified ● Admin. Notified ● Possible Assigned Seat <p>3rd Offense:</p> <ul style="list-style-type: none"> ● 1-2 day suspension from bus ● Parent and Admin. Notified ● Student/Parent/Admin./Bus Meeting <p>4th Offense:</p> <ul style="list-style-type: none"> ● 6-10 day suspension from bus ● ISS TBD ● Parent Notified ● Admin. Notified <p>Class I: Bus Offenses may result in an Office Referral/Major depending on severity or repeated offenses.</p>	<p style="text-align: center;"><u>Class II Offense</u></p> <p>1st Offense:</p> <ul style="list-style-type: none"> ● Parent Notified ● Admin. Notified ● 1-2 day suspension from bus <p>2nd Offense:</p> <ul style="list-style-type: none"> ● Parent Notified ● Admin. Notified ● 3-5 day suspension from bus ● Student/Parent/Admin./Bus Meeting <p>3rd Offense:</p> <ul style="list-style-type: none"> ● 8 day minimum suspension from bus ● ISS TBD ● Parent Notified ● Admin. Notified <p>4th Offense:</p> <ul style="list-style-type: none"> ● Loss of Bus Service ● Parent Notified ● Admin. Notified <p>Class II: Bus Offenses will result in an Office Referral/Major</p>

Jackson County Central School Transportation
 Provided By:



**Please fill out this form and return it to
 JCC Schools or PALMER BUS.**

**135 TORGERSON LANE, JACKSON, MN 56143
 EMAIL: Johnt@palmerbusservice.com
 Text picture to : 507-841-2458**

Last year's route #: _____

Parent(s) Names: _____

Address: _____

Home/Cell: _____ Work: _____

Email: _____

Daycare Name: _____ Daycare Phone: _____

Daycare Address: _____

CHILD NAME	G R.	AM PICK UP LOCATION	PM DROP OFF LOCATION	Parent or child will drive EVERY day

*If anything other than this plan is needed, a note is required. Please include the name of the child that your child is accompanying and/or the family name of the home they are going to. The driver needs this information to safely and timely transport your child.

***** EVERY STUDENT NEEDS TO BE REGISTERED FOR SHUTTLE, ROUTE OR ACTIVITIES, IF NOT REGISTERED YOUR YOUR STUDENT WILL BE DENIED TRANSPORTATION*******