



# Miami-Dade County Public Schools

*giving our students the world*

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August 23, 2021

Dear JSR Parents/Guardians,

Once again, I would like to review our procedures for arrival, dismissal, and school visits. Our efforts, as always, are to ensure the safety of our students, faculty/school, parents and all stakeholders. As such we are asking for your cooperation and assistance. Remember that school is a "closed campus" and the main entry point is through the elementary building.

### **Morning Drop Off Procedures (Arrival):**

Free breakfast is offered to all students daily, from 7:45 – 8:10 in the elementary cafeteria. Please remember that students cannot be dropped off for breakfast prior to 7:45 a.m. as there is NO supervision before that time in the cafeteria. **Students not having breakfast and/or are not part of morning care are not to be dropped off before 8:00 a.m.**

The small circular driveway by the elementary office has been designated as the drop-off area for PreK-2<sup>nd</sup> grade students ONLY. If you have multiple children, please use the drop-off the youngest sibling. Parents of PreK and Kindergarten students can personally drop off their child(ren) at the designated area between 8:10 a.m.- 8:20 a.m. otherwise they can drop them off in the front entrance. Please do not park in the Faculty/Staff parking lot, the visitor's parking lot and the long driveway at the end of the middle school are designated for your use. Once again, we will be labeling the bookbags of all the students in PreK-1<sup>st</sup> grade so that our staff and faculty can assist them as needed. Students grades 1-2<sup>nd</sup> are to be dropped off at the elementary loop and report to their designated classroom unless they are eating breakfast.

The only entrance to the middle school for drop-off will be the main entrance area of the MLC building **until 8:45. At 8:45, the MLC building we be locked until dismissal.** After 8:45, late middle school students must report to the Elementary School entrance in order to enter the building. The side gate by the bike rack will not be an entry point. **Parents/guardians with students in these grade levels will not be allowed to enter the school building during arrival or dismissal times.**

### **Dismissal Procedures:**

Elementary – This year once again we will no longer have the walk-up system due to safety concerns unless you live in the housing areas across the school and address has been verified. We are asking that parents/guardians pick up the child(ren) using the drive-up system through the elementary circular driveway or bus loop. Grades will be assigned to specific areas as usual. Parents/Guardians have been issued colored dismissal signs. Please make sure you always post them on the dashboard of your car, as this will make the dismissal process safe, efficient and effective. Students leaving on bus will be escorted by designated teachers to their buses located in the bus loop. **Parent/Guardian(s) picking up students in after-school care may park in the bus loop once all buses have left and dismissal has concluded.** Please be patient during the first weeks of school as dismissal may take a little longer. We work diligently to make the dismissal process as quickly as possible, but we need everyone's cooperation.

MLC – Students that leave on bus will report to the elementary bus loop where the buses will be parked. 6<sup>th</sup> grade will be dismissed at 3:00 PM and 7<sup>th</sup> and 8<sup>th</sup> grades will be dismissed at 3:05 PM. Middle school teachers will walk out with their students and supervise their safe exit from the building and eventual departure from the school site.

### **Reporting to Main Office:**

Our school has only one main entry point after arrival is concluded which is the elementary office. If you are picking up students and/or visiting the school for any reason, you must report to the main office **first**. Please be prepared to show your picture ID upon entering the building as required. Our school will be using the district approved Raptor system. When provided a visitor's pass you must wear it at all times when in the school. You will be asked for them when you exit our building, so they can be disposed of.

Parents/guardians should not park nor walk through the faculty/staff parking lots, through the back of the school from the parent lot to either the middle or elementary school nor walking through the middle school to get to the elementary side. Please use the sidewalks in the front of the school to get from one building to the other for your safety and that of our students. Remember that the available parking areas for parents are located in the long driveway past the middle school, the visitor's parking lot (morning only) and in the graveled parking lot near the middle school

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faculty parking lot. PLEASE DO NOT PARK IN THE FACULTY PARKING LOTS.

Should you have any questions regarding arrival and dismissal procedures, please feel free to contact your child's teacher or see an administrator. Working together, we are sure to have another successful school year at Jane S. Roberts K-8 Center!

Thank you for your support.

The JSR Administration & Faculty/Staff