



CENTRAL JERSEY COLLEGE PREP
CHARTER SCHOOL
17 Schoolhouse Rd., Somerset NJ 08873

June 2011

EFFECTIVE IMMEDIATELY

I. Drop-Off Procedures:

1. Students who arrive by means of transportation other than the school bus **MUST** be dropped off at the **MAIN ENTRANCE**. Upon entering the building students are to go directly to their locker and then report to the cafeteria breakfast. Late students are to report to the main entrance and get a late pass before reporting to homeroom.

II. Dismissal Procedures:

1. The Dean of Students or his designee will be responsible for the entire dismissal process.
2. All other staff will be participating in the school dismissal process and will be assigned a specific post.
3. Middle School students will be dismissed at 2:42 to give them a 5 minute grace period.
4. High School students are allowed to pack up in the last 3 minutes of the **LAST** period.
5. Buses in the staging area will be announced through the PA system periodically.
6. Before departure the bus name will be announced for the last time as a warning.
7. The Dean of Students or designee gives drivers permission to leave the premises.
8. This process is repeated until all students leave the school grounds.
9. ***** In the event a student is left behind the bus **WILL NOT** return to pick them up. Private arrangements must be made by the parent/guardian at **THEIR** cost. *****

III. Pick-Up Area Procedures:

1. Students who are picked up are to report to Exit 2.

IV. Parking for Junior & Senior High Students:

1. For the 2011-2012 school years CJCP may have some student drivers.
2. Students who would like to drive to school have to:
 - a. Register their request in writing to the school by September 2011 with student and parent signature; this letter can be faxed, emailed. If you mail it through the postal service please call to confirm its receipt.
 - b. Submit a copy of the student's driver's license with the request.
3. Students **MUST** present a copy of their driver's license and a permission letter from legal parent/guardian to pick up their parking pass.
4. Any student transported to school by another student driver **MUST** present a parent permission form signed by both the driver and passenger(s) parents/guardians.
5. Student drivers will be assigned the parking spots at the very back of the faculty parking area in order to avoid them from driving near the bus bound students. Parking spaces will be assigned on a first come first serve basis.
6. CJCP **DOES NOT** encourage students to drive for safety reasons.
7. *****Driving to school is a privilege and this privilege may be lost due to academic and behavioral reasons. *****

Thank you for your continued support and cooperation,
The Administration of CJCPCS