



Dismissal and Safety Guidelines

**To ensure the safety of students at CSSJ,
the following procedures are to be followed during dismissal**

Students are to form two groups in the classroom at the end of their class. One group will leave with parents who are present to pick up their children. The other group will form a line and walk towards the designated waiting area, at the lobby outside the gym, where an administrator or a parent duty volunteer will be responsible for making sure the students leave with their parents who waited in the parking lot. **A phone call to the parents will be made if the student is not picked up by 5 o'clock.** Should there be an emergency which prevent a student to be picked up by 5 o'clock, parents can call the CSSJ phone at (856) 437-0323.

Students are not permitted to leave the property or exit the school building at any time during the school day without notice and approval from the teacher or an administrator.

Except for the designated classrooms, hallways, gym, and restrooms all other areas are off limits to students without permission. In cases of emergency, students must notify his or her teacher and receive permission prior to exiting the building. Students are not to be in the hallways during class time without a signed pass. Consumption of food or drink must be confined to the cafeteria during the designated break time.

Revised: August 1, 2015



為了確保學生在CSSJ的安全，
以下是放學後應採取的程序

學生在下課後必須在教室裏形成兩排。一排的學生可以和在教室裏的家長一起回家。另一排的學生要成行一起走到學校體育館前的大廳等候家長。這裡會有一位行政老師或值班的家長陪伴著。如果學生在五點還沒被接回家的話，行政老師或值班的家長即會和學生的家長連係。如果家長臨時有急事不能在五點以前來到學校接學生，可撥CSSJ的電話 (856) 437-0323。

在上課時間，學生必須遵守規則，不可以自行到教室以外的地方。如果學生需要離開教室，學生必須要有老師或是行政人員的許可。

學生只可以遊動於規定的教室，走廊，體育館，和洗手間。如果學生有緊急事件需要提早離開教室或學校，學生必需得到老師的批准後才可以離開學校。學生在上課時間如果需要離開教室，學生必須要有老師給的走廊同行證。食物或飲料只能在指定的學校餐廳使用。