

A MESSAGE FROM JACK JACKTER INTERMEDIATE SCHOOL

Town Meeting & Assembly Attendance and Student Pick-Up Procedures

In order to ensure a safe and expedient student dismissal at the end of each Town Meeting and/or concert, parents are asked to adhere to the following procedures:

- NEVER park in the designated BUS parking spaces.
- **All parents (adults) attending Town Meetings/Concerts/Whole School Assemblies should enter the building through the gym lobby doors ONLY.** ***
- Please sign in at the desk stationed in the gym lobby and **have identification readily available.**
- Whenever possible, please send a notice of your intent to pick up your child from a Town Meeting/concert the morning of the presentation. If you did not send in a note prior to the Town Meeting/concert, please sign the student “pick up” list which will be located next to the visitor sign-in book as you enter the building and sign in.
- Please turn off the sound to your cell phones.
- As you arrive, students may have already begun their musical performances. Therefore, we ask that you remember to be respectful role models as you enter the gymnasium quietly.
- All visitors should sit in chairs **(not bleachers)** provided. Bleachers are reserved for students.
- At the end of each assembly, all parents (adults) will be dismissed and must **exit the building through the gym doors located on the ground level ONLY.** * **Please do not try to walk through the school.**
- To pick up your child, please go around to the front of the building and enter the foyer area of the school through the front doors only, following the standard procedures for student pick up.

*****Gymnasium doors will not be opened until all students have arrived to the gym and are seated.**

We thank you for your understanding and cooperation in helping to keep the safety of all children our top priority.

DAY/EVENING PERFORMANCES

As you know, we welcome all family members to attend any and all school events, i.e, Town Meetings, concerts, assemblies, etc. There are several occasions throughout the school year when we hold both an afternoon and an evening performance for these events. On that note, we have a special request. **Because the entire student body is in attendance for almost all performances during the day, please make every effort to attend an evening performance** (as opposed to an afternoon performance), so that we can accommodate everyone more efficiently and safely.

We thank you for your understanding.

*Recent changes are highlighted.

DM/LP/AAP

