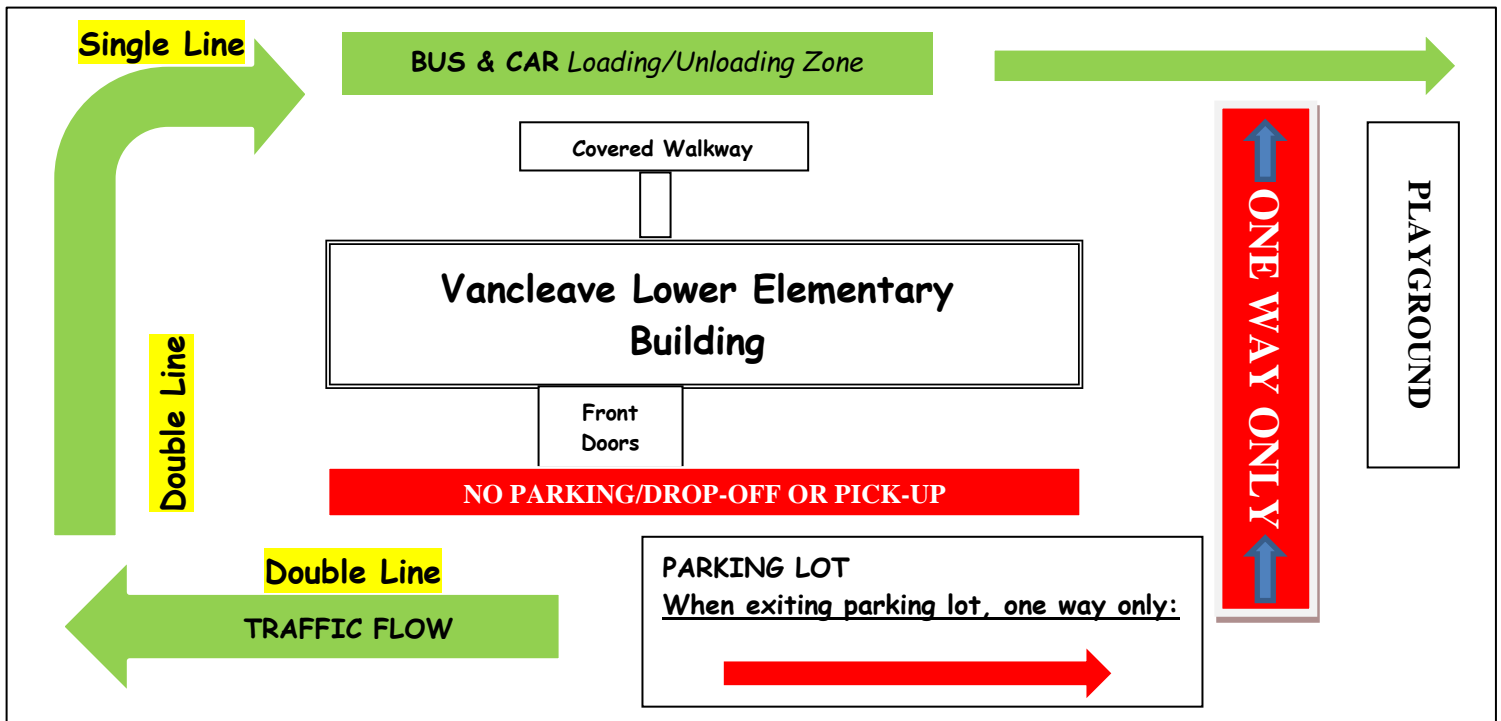


# VANCLEAVE LOWER ELEMENTARY – TRANSPORTATION PROCEDURES

Keeping our "Baby Bulldogs" SAFE!

Updated: 8-10-2018



## MORNING PROCEDURES:

1. Students may enter the building beginning at 6:50 a.m. once the school's back doors are opened by staff.
2. **\*BEGINNING 8-13-18- FORM A DOUBLE LINE ENTERING THE PARKING LOT. The line will be doubled from the entry between the public library and Ms. Heather's UNTIL the turn by the northeast corner of the building. Beginning at the northeast corner the line will then merge into a single file line for safe exit from the vehicle.**
3. When arriving at the drop-off location, students must be ready to exit the vehicle on the right side of the vehicle.
4. Parents should not exit the vehicle at the drop-off location as this delays the flow of traffic.
5. Staff members will open the right side of the vehicle to allow the student to exit the vehicle.
6. Drop off is located in the back of the building only.
7. Breakfast is served until 7:15 a.m.
8. Parking is not permitted along the front sidewalk at any time.
9. Speed limit is 5 mph. **NO PASSING OF OTHER CARS OR BUSES AT ANY TIME.**
10. Students who arrive after 7:20 a.m. must be accompanied by an adult to the office to sign in tardy.
11. Warning Bell – 7:15 a.m.
12. Tardy Bell – 7:20 a.m. Teachers begin instruction at this time.

## AFTERNOON PROCEDURES:

1. Checkouts are not allowed after 1:50 p.m.
2. Doors open and car dismissal begins at 2:17 p.m.
3. Cars must have the **school-issued placard on the rear view mirror every day** for every student being picked up.
  - a. Students will not be placed into cars without a placard.
4. Parents/guardians in need of a placard should park in the parking lot and report to the office for a placard.
5. Please don't arrive on campus prior to 2:00 to begin parking for afternoon dismissal.

## PROCEDURES FOR CHANGES TO AFTERNOON TRANSPORTATION:

1. Parents/guardians **must send a signed and dated note** to school in the student's daily folder.
2. For the safety of all students, **changes in transportation will not be made over the phone.**
3. Verified faxes are allowed **if received by 1:30 p.m.**
  - a. VLE fax number is 228-826-2689.
  - b. VLE main number is 228-826-5982.
  - c. Parent/guardian must call the school to verify the fax was received.

*Any student remaining on campus more than 15 minutes after the dismissal bell for their mode of transportation, may be referred to the appropriate police/sheriff's department for suspicion of "child in need".*