

South Central CUSD 401 Transportation Pick-up and Drop-off policy

The goal of the South Central School District is to provide the students of the District with a safe and secure transportation program. This goal can only be achieved through the combined efforts of our schools, bus garage, students, and parents. Because safety is our number one concern, we are changing our bus pick-up and drop-off policy for the 2010-2011 school year. Allowing multiple pick-up and drop-off locations requires the district to put children at risk, while also confusing drivers as to who is riding and to where students are to be dropped off. After careful consideration, the District has adopted the following policies:

Students will be allowed one pick-up address and one drop-off address. These pick-up and drop-off locations may be different, but must be consistent every day of the week. In the case of an emergency, students will be allowed an additional location which will be used in cases of emergencies only. Both the primary and emergency locations need to be completed at registration prior to the start of school. Preferably when using the emergency address, a note needs to be turned into the building office by 8:30 A.M. These situations will be considered on a case by case basis. No phone calls for bus changes will be taken during the day except in an emergency situation.

For purposes of consistency and to avoid overcrowding of buses, the matter of students switching buses is strictly regulated. For example, students may not switch busses for such reasons as going to another student's house to spend the night, slumber parties, etc. Parents will be responsible for transportation in such cases.

In the case of split custody, each parent will be allowed one pick-up and drop-off location, these must be consistent.

If a student misses three consecutive days without a call from the parent, the bus service will not resume at that address until the parent makes contact with the bus garage.

Because of the danger associated with students being left unattended, the following guidelines will be followed. In the circumstance that there is no one at the drop-off location; the student will be returned to the school district, a verbal conference with the parent or guardian will be held, if this continues parents may be referred to local authorities.

Student can be picked up from school by a parent or designee at the close of the school day. The parent or designee must come to the office to pick up the student.

In summary, student transportation options are as follows:

1. Primary pick-up and drop-off location
2. Emergency pick-up and drop-off location
3. Students can be picked up any day at the close of the school day in each building. Please send a note or call so that we can prepare the student. (This is not considered a bus change).
4. Have an emergency contact meet your child at the primary pick-up or drop-off location.
5. Have an emergency contact meet your child at the emergency pick-up or drop-off location.

Board of Education:

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**South Central Community Unit School
District 401**

Rick Batchelor, Superintendent
Kinmundy, Illinois 62854
618/547-3414

Schools:

South Central High School
South Central Middle School
South Central Elementary School

The Board of Education policy allows one consistent AM pick-up location and one consistent PM drop-off location. As stated in the policy, one emergency AM pick-up and one PM drop-off location can be requested in writing by sending a note to the school office by 8:30 a.m. No phone calls will be accepted. Please complete the following so these two locations will be on file at your child's school and bus garage (please print).

Student's Name _____ Grade _____ Effective Date _____

ROUTINE AM & PM Locations

A.M. Pick-up Street Address _____

City _____

Contact Person _____

Home Phone _____ Cell Phone _____

School Personnel to complete: _____

Bus # _____

* * * * *

P.M. Drop-off Street Address _____

City _____

Contact Person _____

Home Phone _____ Cell Phone _____

School Personnel to complete: _____

Bus # _____

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EMERGENCY AM & PM Locations

A.M. **EMERGENCY** Pick-up Street Address _____

City _____

Contact Person _____

Home Phone _____ Cell Phone _____

School Personnel to complete: _____

Bus # _____

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P.M. **EMERGENCY** Drop-off Street Address _____

City _____

Contact Person _____

Home Phone _____ Cell Phone _____

School Personnel to complete: _____

Bus # _____

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Parent(s)/Guardian(s) Names and Contact Information if different than above:

Name _____ Home Phone _____ Cell Phone _____ Work Phone _____

Name _____ Home Phone _____ Cell Phone _____ Work Phone _____

Reviewed by: _____
Administrative Review _____ Date _____

Transportation Director Review _____ Date _____

_____/_____/ Approved _____/_____/ Disapproved