



Davis Elementary Rules and Procedures Student Check-Out and Parent Pick-Up

EARLY CHECKOUT:

We will call your students to the office once you have arrived and signed them out. Please do not call ahead to have your child pulled early. Please plan ahead as it may take a few minutes for your child to make it to the office. If you are planning on picking your child up early, please do so no later than 3:15.

BUS STUDENTS:

Students will be put on the bus unless you have called the office or contacted the teacher prior to 2:50 pm. No changes will be made after this time. The secretaries will not be answering phones from 3:10 – 3:40 pm.

BUSSES:

Once a student has boarded the bus, we will **NOT** be able to get them off. Parents are not allowed to go towards the busses for any reason. **NO EXCEPTIONS.** If it is an emergency and you need your child off the bus, please go to the front office. Once established that you are indeed an authorized contact, the office will then authorize them being dismissed from the bus and the student will come to the office.

PICK UP STUDENTS:

Students will only be released to **LEGAL GUARDIANS OR APPROVED EMERGENCY CONTACTS IN ASPIRE.** If you need to add a contact to your Aspire account, you must come into the school to do so, we cannot change it over the phone.

Ensuring your students safety is of the utmost importance to us. These new rules and procedures will help us ensure that only the proper people are accessing our students. We recognize that these rules will put more responsibility on you and we are grateful for your willingness to support us in our efforts to keep our students safe.

****Changes will go into effect on Monday, October 10, 2022****