

SCHOOL BUS NOTE/PICK UP PROCEDURES EFFECTIVE AUGUST 8, 2018

Please read the following information on school bus changes and pick up procedures. These rules will be strictly enforced beginning on August 8, 2018 upon our return to school.

Bus students are escorted to the bus area by a teacher who will supervise until the student boards their bus. Bus drivers shall be handed the written bus note, by the student, from the office. **BUS NOTES WILL ONLY BE ACCEPTED IN WRITTEN FORM BY THE OFFICE. NO CALL INS FOR BUS NOTE CHANGES EFFECTIVE AUGUST 8, 2018. NO EXCEPTIONS.**

Students who are pick ups will be released when the dismissal bell rings. All pick ups must have a written note by a parent/guardian indicating pick up status and the designated person to pick up child. We have staff located in the designated school pick up area that supervises your child's pickup daily. **PICK UP NOTES WILL ONLY BE ACCEPTED IN WRITTEN FORM BY THE OFFICE. NO CALL INS FOR PICK UP NOTE CHANGES, EFFECTIVE AUGUST 8, 2018. NO EXCEPTIONS.**

******* Bus/Pick Up Notes can be emailed to either of the following addresses: *******

shauna.duff@lewis.kyschools.us OR **tonya.handy@lewis.kyschools.us**

Dismissal changes should be consistent. If a parent/guardian wishes to change the manner in which their child is to be dismissed, they must write a letter to the school indicating the change, the date it will begin and any other important information.

Please understand we are enforcing the following rules as a safety issue regarding your child. Changes in bus/pick up procedures that are not part of a daily routine can be very confusing and stressful for your child. We strive to bring stability and consistency to your child's dismissal time. We appreciate your assistance in compliance with our policy as stated above.

Thank you,



Stacy A. Kidwell, Principal/sd

Lewis County Central Elementary

**CENTRAL ELEMENTARY
BUS NOTE FROM PARENT**

Date: _____

Teacher _____

My Child _____

Needs to ride Bus Number _____
to _____

Will be picked up by _____

I can be reached at _____

Parent/Guardian signature

**Please note if this is a permanent
arrangement.**

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