



Spring Branch Independent School District

Bunker Hill Elementary

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Dana Johnson, Principal

Here are some reminders about Transportation – Updated 8/24/18

Arrivals: Students may NOT be dropped off at school earlier than 7:20. Exceptions are tutoring that is arranged with a teacher or events like Books & Breakfast. All morning drop offs will need to be done at the carpool gates. The front of the building WILL NOT be open. The front parking lot is closed from 7:25 am to 7:50 am to allow walkers/bike riders to arrive safely. **Our day begins at 7:50 am** so please have your child at school by this time. **They are tardy at 7:55.**

CHANGE OF TRANSPORTATION ON DAY OF CHANGE

As stated in the SBISD Student Handbook:

For the safety and protection of our students, transportation changes will not be taken over the phone. All transportation changes must be in writing and sent to the teacher with the student in the morning. The note must include the date of the change, the child's name, the parent's name and a phone contact, should there be any questions. Please refer to the SBISD Student Handbook – SBISD procedure that must be followed!!

If you plan to pick up your child before the end of the school day and did not send a note in writing to the teacher with the student in the morning, this is a change of transportation. All transportation changes must be in writing and sent with your child in the morning to your child's teacher. The note must include the date of the change, the child's name, the parent's name and a phone contact, should there be any questions. An emailed message cannot be accepted as the SBISD Student Handbook says "in writing and sent to the teacher with the student in the morning".

IMPORTANT ---- Should an emergency arise which requires a change in transportation and a written note has not been sent to school with the student in the morning, **parents must call and speak to the principal or assistant principal.** Please understand that some sort of identification check will be necessary such as asking you the birth date, birth place, or middle name of your child. The safety of your children is what drives these changes in practice during student dismissal. We thank you for your cooperation and understanding.

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Dr. Scott R. Muri, Superintendent of Schools

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Here are some scenarios that may come up:

1. You forgot to send the note to tell the teacher your child was going home with a friend. You can call the friend's parent and ask her to meet your child either at the bus stop or at your home to pick him up.
2. You forgot about a doctor's appointment at 3:30 and did not send a note that you would be picking your child up in carpool instead of riding the bus. You can come well before 2:45 to check your child out. After 2:45, it is considered change of transportation. This should be a rare occurrence.
3. You are stuck in traffic and won't be there when your child gets off the bus so you need someone to pick him up. You can call a friend, neighbor, relative and ask that person to pick him up at the bus stop.

Dismissal: Students who will regularly walk or bike ride home without a parent will need to have a form on file. Your child's teacher will have these or you can access the form [HERE](#) and return it to school. The front parking lot is closed from 2:45 to 3:05 to allow walkers/bike riders to leave campus safely. **If you are picking up your student by car, you should be doing so in the carpool line in the back of our campus. There is NO pickup by car option in the front of our campus.**

Students are not allowed to linger on campus to play without a parent. Children should not be on the playground unsupervised after school. Parents must meet their children at 3:00 and then go to the playground together.

Thanks for helping us keep all children safe!

BHE Faculty and Staff

BHE TRANSPORTATION UPDATE – AUGUST 2018

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