



OLD DONATION SCHOOL

HOME OF

BRICKELL ACADEMY

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Old Donation School Transportation Policy

It is our honor and privilege to educate your child(ren) and in doing so, their safety is our utmost priority. The safety plan, including the Transportation Policy, puts the well-being of students, staff, and parents as the top priority. As a citywide school with over 1300 students, traveling across the city makes some protocols more restrictive than a neighborhood school. The size of our staff is also more limited (e.g., fewer assistants, support staff members and teachers who are not directly supervising students throughout dismissal). We sincerely appreciate your work with us in every aspect of school, including this Transportation Policy.

- Please send notes on the day of the change only. Notes do not carry over to additional days.
- Each child has one *routine* way of how they get home. Any day your child deviates from the *routine*, a note is required. Weekly and/or monthly schedule changes or staying for clubs with the expectation that staff remember to remind the child(ren) are not feasible.
- All transportation changes and/or notes for students to stay for clubs (club notes are necessary for elementary students only) must be sent with students in the morning via a written note or dropped, off by a parent to the office, or submitted via our online process (<http://bit.ly/ods-parent-note>) by **10:00 a.m.** While a special form is not required, there is a template available on the school's website. **Transportation changes sent over the phone, email, fax or communication to any staff member, including teachers are not accepted or processed.**
- Early pickup is completed in the lobby by **3:15 p.m.** After 3:15 p.m. no students will be released in the lobby.
- There are no walk-ups for parent drop-off or pick-up. All students dropped off at school in any manner other than the school bus are to be brought through the car drop-off line.
- Doors open at 8:15 a.m. when staff is here to keep them safe. There is no drop-off prior to 8:15 a.m.
- Once you enter the front loop for morning drop-off, your child(ren) must be ready. Families who wait to finalize organization, finish breakfast, write notes, or have long good-byes significantly delay the drop-off process.
- Spaces in the front loop are reserved for visits of 15 minutes or less. Cars may not line up for afternoon pick-up until 3:00 p.m.
- School dismisses at 3:39 p.m. Any parent picking up a child in the car pick-up line must be in the line by 3:39 p.m. Parents who arrive late for pick-up keep staff from afterschool commitments, including tutoring.
- Valid reasons for early pick-up do not include avoiding the parent pick-up line or getting to an after-school event (sports, clubs and activities). Each time a child is called out of a class for early release, it disrupts the learning environment. Keep in mind that instruction at ODS goes until the end of the day.
- On adjusted dismissal days, we minimize transportation changes. Please note: We prohibit changing buses to ride home with friends to ensure safe and efficient departure from our bus loop. Early pickup is completed in the lobby by 12:15 p.m. After 12:15 p.m., ODS will not release students in the lobby or call into a classroom.
- If your child's routine is to ride the bus and needs to be parent pickup but no note was submitted online or brought to school by 10:00 a.m., you must park (in the visitor/staff parking lot; if after 3:00) and pick up your child in the lobby by **3:15 p.m.** After 3:15 p.m., we do not release students in the lobby. For example, if your child's routine is to ride the bus but parent pick-up on Tuesdays and Thursdays, a note is required each Tuesday and Thursday.

