

PVA SAFETY POLICIES AND PROCEDURES

BUILDING OPENS FOR ALL STUDENTS AT 8:10 a.m.

Car riders and bus riders will begin arrival at 7:55 a.m., but will need to stay in their designated areas until they are allowed into the hallways (See detailed information below). The building will officially open for ALL students at 8:10 a.m. *In order to meet their teacher sponsors, only Leadership Students with morning duties (e.g. Safety Patrol, News Crew, etc.), may enter the building prior to 8:10 a.m.*

POLICY AND PROCEDURES FOR ARRIVAL/DISMISSAL; CAR LINE

Once a drop-off, or pick-up line has formed, you may not get out of line for any reason, unless otherwise directed by school-personnel. This is an extreme safety concern for everyone. We have been in constant communication with law enforcement to help us fix this problem, but it truly comes down to drivers following our school guidelines to ensure the safety of all. Additionally, please remain alert when on school grounds; phones should be put away and speed limit signs should be followed. As everyone is aware, there are large amounts of cars for both arrival and dismissal each day and with the safety of more than 1,800 students as our top priority, it is our sincere request that everyone is vigilant in following common traffic laws and considering the safety of our students when driving on and off the PVA campus.

WEST GATE: The west gate entrance (Crosswater Prkwy/Bobcat Lane) is our designated parent drop-off/pick-up, and parking area for all Kdg – 7th grade students. We will be following a unique traffic pattern, which proved very efficient and effective last year. (please see the attached map for details). Parents may drop off their children in the car line from 7:55 a.m. – 8:25 a.m. Students arriving between 7:55 a.m. and 8:10 a.m. will be sent to the cafeteria and held until the hallways open. At 8:10 a.m., all hallways and areas of the building are open for transition. When dropping off, please remain in your vehicles, while the staff on duty assists with helping your child in and out of the car. As a reminder, all students need to exit the passenger side of their vehicle. After 8:25 a.m., we ask that all parents park in the lot and walk their children into the front office, as there will no longer be adult supervision or unlocked doors. **The car line is the ONLY place students coming to Palm Valley via car can be dropped off.**

EAST GATE: Also known as the Bus Loop, the East gate entrance is designated for staff parking, bus drop off/pick-up and access to the overflow parking lot. Staff can park in the East lot prior to 7:55 a.m. Between 7:55 a.m. and 3:15 p.m., the gate between the EAST and WEST LOTS will remain locked, as this loop is dedicated to buses and authorized personnel only. If you are utilizing the overflow lot (near bike racks and golf carts) for approved reasons, please adhere to the policy below.

OVERFLOW LOT: If you are coming onto campus to park and walk into the building for any reason during the school day, which includes arrival or dismissal, you may either (1) wait in the car line until its safe to turn into the parking lot (again, you may not get out of line for any reason, unless otherwise directed by school-personnel), or, (2) use the East Entrance (Palm Valley Rd.) and park in the overflow lot on the right side of the road, adjacent to the bike racks and pedestrian bridge. As previously stated, the East entrance is NOT a student drop-off zone, it is only to be used for those parking and entering the front office. Please utilize the biker/walker path and the crosswalk to enter the building.

TRANSPORTATION CHANGES:

All transportation changes must be written and submitted to the teacher on the **PVA DISMISSAL CHANGE** form (which is attached and can also be found on our website). Please ensure the form contains all information necessary and is submitted by the NOON deadline each day. If a third party is picking up your child, we only accept written notes and the adult must be on the pre-approved pick-up list in eSchool (contact the front office to edit your pre-approved pick-up list). You must include the full name of the adult picking up your student on the note, as well as, your telephone number (for verification purposes-if needed). Again, for your convenience, a transportation change form is available on our website for your use as **emailed transportation changes are not accepted**. If you have an emergency same-day transportation change, please telephone the front office at (904) 547-4201 before NOON each day. We will be happy to assist.

The cutoff time for early pick up of your student from the front office is 2:15 p.m. (Wed. - 1:15 p.m.)

DISMISSAL CHANGES WILL NOT BE ACCEPTED AFTER NOON EACH DAY

RAINY DAY DISMISSAL:

In the event of inclement weather, we will be sending out a School Messenger between 2:15—2:30 p.m. announcing a RAINY DAY DISMISSAL. **During a Rainy Day dismissal, ALL biker, walker, or golf cart riders will be dismissed as car riders, unless checked out in the front office by a parent (please remember, all adults must show a valid driver's license when checking a child out).** Car riders, buses, and extended day students will be dismissed as normal. The bike rack will remain accessible until dusk on Rainy Days.

NO BUS PASSES:

Transportation has advised schools cannot write any bus passes for students, including same bus, different stops.

SCHOOL ACCESS/VOLUNTEER:

All adults (including parents, grandparents, aunts, uncles, etc.) must be cleared and able to sign in at our kiosk in order to enter the school building beyond the front office. This includes parent/teacher conferences, plays, performances, class parties, etc. If you have not done so, please immediately follow the link available on our school website to complete the application.



PVA DISMISSAL CHANGE FORM

(This form is available on our PVA website)

PLEASE HAVE CHANGES IN BEFORE NOON -- NO PHONE IN CHANGES

STUDENT NAME: _____

DATE: _____ GRADE: _____

TEACHER: _____

CHECK APPROPRIATE BOX BELOW:

- Early checkout. **Time:** _____ a.m./p.m.
Who is picking up? _____

WILL NOT BE:

- Parent pick up -**who is picking up?** _____
 Bus # _____
 After school enrichment
 Village Academy After School

AND WILL BE:

- Parent pick up -**who is picking up?** _____
 Bus # _____
 After school enrichment
 Village Academy After School
 Conference today. Please **HOLD** in the classroom.

NOTES: _____

Parent/Guardian Signature: _____

Phone Number*: _____

*Necessary if we need to verify dismissal change.