

# ST. CLETUS



## **Policy Update: Alternate Transportation Procedures**

Greetings Parents,

To increase the safety and efficiency of our carpool dismissal process, we are clarifying the current policy and implementing the following policy enhancements for students using alternate transportation sources in the carpool system. Students being checked out at the office window is a different situation than students using alternate transportation sources in the carpool system. The current checkout/emergency card system is in place for students checking out and being released directly to an authorized individual at the checkout window inside the school building. The following procedure applies to students having periodic changes to their normal carpool dismissal and transportation arrangements or routines. Exceptions may be made in cases of emergency when the school is contacted AND arrangements are approved by the administration. The administration reserves the right to adjust and make decisions as deemed necessary to provide the safest possible conditions and procedures for the students enrolled at St. Cletus School.

Written permission from the student's parent or guardian must be turned in to homeroom teachers as early as possible (but not later than 1:00PM) while teachers are conducting attendance and other administrative tasks to prepare for the day. The written permission **MUST** be in one of the following forms:

1. An email from the individual student's parent's email account on file with the school containing all required information listed in this policy.
2. Written permission using the St. Cletus Early Dismissal Authorization. This form can be emailed or turned in at school.

Parents must deliver or email written permission to the office before 1:00PM or 2 hours prior to the authorized time of dismissal. Only a student's parent or guardian may provide

this authorization. Authorization cannot be made for a friend or on behalf of another student's parent or guardian.

The written permission authorization must contain:

1. Student's first and last name (Each student to be released must be individually named.)
2. The time to be dismissed
3. First and last name of the responsible party AND the associated student listed in the carpool system associated with the carpool number placard issued by the school.  
(Person the student is being released with)

**Parents & Responsible Party**

If students are to be released in carpool, the responsible party should advise the staff member at the cone in the carpool line. The responsible party must be able to fit all passengers in the vehicle providing all passengers with required safety equipment and restraints required by law (seats, seatbelts, car seats, etc.)

This procedure also applies to students carpooling to and from school sponsored or team sporting events.

These procedures will go into effect immediately as of Tuesday, December 20, 2022.

Respectfully,

Jeremy Dewberry

Safety Coordinator, St. Cletus School

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## Alternate Transportation Authorization

This form must be turned in to the student's homeroom teacher as early as possible but not later than 1:00PM or two hours prior to the scheduled time of dismissal to ensure proper processing and notifications are made. Emails, from a parent's registered email account, sent in lieu of this form **MUST** contain all the information listed below.

This form must be physically delivered or emailed to the attendance office prior to the authorized time of dismissal. Failure to meet this requirement could result in the authorization not being processed and the student not being released to an alternate individual not specified on record.

The written permission authorization must contain:

1. Student's First & Last Name: (Each student to be released must be individually named.)

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2. The Date & Time to be Dismissed:

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3. First & Last Name of Responsible Party AND associated student: (PRINTED)

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4. Parent's Signature and Printed Name and Date:

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**\*\*\*NOTICE\*\*\*** If the designated driver arrives in a vehicle not equipped with the correct amount of safety restraints or devices required by law, the students will not be released, and parents will be immediately notified.