

**Huntington Elementary**

Heidi Gray, Principal

Sarah Kohls, School Counselor

Lois Hocker, Administrative Assistant

Danielle Hinshaw, Administrative Assistant

Transportation Policy

BUS PROCEDURES

No elementary students may ride on the high school buses. No high school students are to be transported on elementary buses except those attending vocational school. Due to overcrowded conditions on buses, students are not to ride other buses except in emergency situations. **Written requests from the parents are to be brought to the Office.**

STUDENTS PICKED UP AT DISMISSAL

Students who are not riding the bus at the end of the day can be picked up in front of the High School Building. Parents need to park in the lower student parking lot or in front of the High School. For safety purposes cars will not be permitted in the upper driveway where the buses load the students.

Parents are required to sign out their child. The sign out area is located in the High School lobby. Students who are being picked up will be permitted to leave their classroom at 3:15 for the dismissal. **Parents will need to send a note to the child's teacher on the day the child is to be picked up or a note for the entire year.**

CONTINGENCY PLAN INFORMATION

In the event that school would be dismissed early or delayed, please have a plan of action prepared for your child(ren). These days can become very hectic, and this information would benefit the school greatly in getting your child home safely.

IMPORTANT! - All changes regarding your child's normal after school transportation arrangements must be provided to the office no later than 1 hour (2:15 p.m. on normal school days) prior to school dismissal.