



Dr. Rene Gutierrez
Superintendent of Schools

Villa Nueva Elementary

"Together We Create A Better Tomorrow"

7455 Old Military Road • Brownsville, Texas 78520
(956) 542-3957 • Fax (956) 544-0720

Melissa B. Gutierrez
Principal

Griselda Marchan
Dean of Instruction

Ernie Vela
Assistant Principal



Pick Up and Drop Off Procedures

For the safety and security of the students of Villa Nueva Elementary, the following procedures will be in place for the 2021-2022 school year. All procedures will be followed on both full and early release days.

Morning Drop off-

*Due to COVID Safety procedures, no student may be dropped off earlier than 7:20 am. (BISD time) All students will have their temperature checked prior to being dropped off.

3rd -5th Grade students will be dropped off in front of the library. 1st and 2nd graders will be dropped off at the main entrance directly in front of the front office. Pre-kinder and Kinder students will be dropped off at the gate closest to the Kinder hall. These students will be escorted by school personnel to their classrooms. Instruction begins promptly at 8:05 a.m.

Tardies-Students are considered tardy, if dropped off after the 8:05 bell rings. In these cases, parents will need to park in a designated parking space and escort their children into the gate for sign in and a tardy slip. Students with more than 3 tardies in a six weeks period will not be considered for a perfect attendance certificate.

During the first week of school only- We usually allow parents to walk their child to class during the first week of school. **Due to COVID Safety Procedures, parents/guardians/adults will not be allowed to walk their child to class at any time.** Rest assure that Villa Nueva personnel will ensure that your child makes it to their classroom.

Afternoon Pick up-

*Due to COVID Safety Procedures, there will be no walk up pick ups. All parents/guardians/authorized adults must stay in their vehicle and make a line for pick up. Parents that park outside or inside the campus and attempt to walk up to the pick up area will be asked to return to their vehicle and proceed to the end of the line.

All students being picked up by car will be assigned a pick up number. The official number must be displayed in the car at the time of pick up. The student must have the official number attached to their backpack at the time of pick up as well. Student numbers must match the vehicle number for students to be released for pick up. **Verbal statements of the number and/or pictures of the number will not be accepted.** Your child's safety is our #1 priority.

If you do not have your car number, you will need to speak to personnel at the front gate entrance to be cleared by the front office with your ID. Once cleared, your child/children will be called out for dismissal.

TUTORIAL/EXTENDED DAY All students who attend tutorial, extended day, and/or afterschool programs will need to be assigned a pick up number. In order to pick up a child at the end of these events, the **adult** will need to show the corresponding number. **If you do not have your car number, you will need to speak to personnel at the front gate entrance to be cleared by the front office with your ID. Once cleared, your child/children will be called out for dismissal.**

If you are going to change the way your child is going home, you must write a note to the teacher indicating the dates and the change requested. If there is an emergency, please call the front office at 956-542-5734 no later than 2:45 pm to make changes.



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***NO CHILD WILL BE RELEASED WITHOUT A NUMBER OR PROPER IDENTIFICATION!! NO CHILD WILL BE RELEASED TO ANYONE WHO SHOWS PROPER IDENTIFICATION BUT IS NOT ON THE RELEASE FORM. NO CHILD WILL BE RELEASED TO ANYONE UNDER 18 YEARS OF AGE.

Middle of the day pick up:

Please call 956-542-5734 to inform the office that you have arrived to pick up your student. Please have your Official Government Issued Picture ID ready for Villa Nueva Personnel.

No students will be release prior to 2:45 pm. Any parent, guardian, or authorized adults who come to pick up a student after 2:45 pm will be asked to follow regular after school pick up procedures.

Any student who leaves before the end of the regular school day (3:15 pm) for any reason will no longer be considered for the 6 weeks Perfect Attendance certificates.

PROPER IDENTIFICATION (Official Government picture ID—copies and/or pictures will not be accepted), SIGN OUT, AND, EARLY RELEASE LETTER WILL BE REQUIRED **EACH AND EVERY TIME** A STUDENT IS TO BE RELEASED.

***NO CHILD WILL BE RELEASED TO ANYONE WITHOUT PROPER IDENTIFICATION!! NO CHILD WILL BE RELEASED TO ANYONE WHO SHOWS PROPER IDENTIFICATION BUT IS NOT ON THE RELEASE FORM. NO CHILD WILL BE RELEASED TO ANYONE UNDER 18 YEARS OF AGE.

Students will not be called out of class until it is verified that the adult is authorized to pick up the child.

Villa Nueva administration, faculty and staff appreciate your cooperation with all campus procedures. Please know that all campus procedures are established to ensure the safety of your child.

I have read and received a copy of the pick up and drop off procedures for Villa Nueva Elementary. I understand that all procedures have been established for the safety and well-being of my child.

Student Name _____ Grade _____ Teacher _____

Parent Signature _____ Date _____