



Red Clay Consolidated School District

# ADMINISTRATIVE MEMORANDUM

**To:** Administrators  
**From:** Mervin B. Daugherty, Ed.D.  
Superintendent  
**Subject:** Transportation of Students Who Are Five Years of Age or Under, Students in Grades Pre-Kindergarten and Kindergarten, and Special Education Students Who Require a Parent to Be Present at the Bus Stop

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The following guidelines govern the transportation of students who are five years of age or under, students who are in grades pre-kindergarten and kindergarten, and special education students who require a parent to be present at the bus stop, as specified in the student's IEP:

1. A parent/guardian or designated adult is responsible to meet the student at the bus stop upon the student's return from school.
  - a. The parent/guardian may arrange for a sibling who is 12 years of age or older to meet the student at the bus stop, by providing the school a waiver in writing. The school shall provide a copy of the waiver to the Transportation Office so the arrangement can be so noted in the student record.
  - b. For special education students, the "must be met" status is determined by the IEP team.
2. When a parent/guardian or designated adult is not present at the bus stop, the following actions will be taken:
  - a. The Transportation Office will attempt to contact the student's parent/guardian. If all emergency numbers are exhausted and parent/guardian contact is unsuccessful, the Transportation Office will contact the student's school to report that no one was present to meet the student at the bus stop and that the student will be returned to the school. The Transportation Office will communicate the expected time of the student's arrival to the school.
  - b. The Transportation Office will return the student to school.
  - c. The school will establish contact with the parent/guardian and arrange for the student to be taken home.
  - d. The parent/guardian will be responsible for picking the student up at school. At this time, the parent/guardian will receive a letter reminding them of the district's procedure. (See attached Letter A, for special education students, and Letter B, for general education students.)

- e. Upon a second offense, the parent/guardian will receive a warning indicating that additional offenses will result in suspension of transportation services (take-home portion only).
- f. A third offense will result in suspension of transportation services (take-home portion only) along with a referral to the Division of Family Services.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent for District Operations.

Authorizing Code(s): Red Clay Consolidated School District Board of Education Policy 5003  
Office(s) Responsible: Assistant Superintendent for District Operations  
Last Issued: 11/19/2012  
Last Revised: 11/19/2012  
Attachment(s): Letter A (for special education students)  
Letter B (for general education students)

Letter A

Dear \_\_\_\_\_:

The Red Clay Consolidated School District has a policy that states that a parent, guardian, or designated person must be at the bus stop to receive Special Education students who must be met by an adult (as specified in the student's IEP), who require adult assistance, and/or who are five years of age and under.

On \_\_\_\_\_, when we attempted to drop off your child, there was no one at the bus stop to receive this child. Prior to returning your child to school, the Transportation Department made all attempts to reach you by telephone. If your child is returned to school again, you will receive a warning. The third time, a neglect referral will be made to the Division of Family Services, and we will discontinue the bus transportation for your child.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

Principal

Letter B

Dear \_\_\_\_\_:

The Red Clay Consolidated School District has a policy that states that a parent, guardian, or designated person must be at the bus stop to receive students who attend kindergarten, or are five years of age and under.

On \_\_\_\_\_, when we attempted to drop off your child, there was no one at the bus stop to receive the child. Prior to returning your child to school the Transportation Department made all attempts to reach you by telephone. If your child is returned to school again, you will receive a warning. The third time, a neglect referral will be made to the Division of Family Services, and we will discontinue the bus transportation for your child.

If you would like to discuss this further, please feel free to contact me.

Sincerely,

Principal