



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

TRANSPORTATION OF STUDENTS WHO ARE FIVE YEARS OF AGE OR UNDER | 5003.1

Students in Grades Pre-Kindergarten and Kindergarten, and Special Education Students Who Require a Parent to Be Present at the Bus Stop

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.

Office Responsible  
References

Authorizing Code  
Assistant Superintendent  
Letter A (for Special Education Students)  
Letter B (for General Education Students)

Issued November 19, 2012  
Revised N/A



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

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Office Responsible	Authorizing Code	RCCSD Board of Education Policy 5003	Issued	November 19, 2012
References	Assistant Superintendent	Letter A (for Special Education Students)	Revised	N/A
		Letter B (for General Education Students)		