



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

TRANSPORTATION OF KINDERGARTEN AND SPECIAL EDUCATION STUDENTS* | 5003.5

This administrative memorandum specifies steps to be taken to ensure the safe transport of children under the age of five and kindergarten and special education students. A parent/designated adult is responsible to meet the student at the bus stop.

The following actions will be taken when a parent/designated adult is not available to meet the student at a bus stop.

1. The Transportation Department will contact the student's school and report that no one was present to receive the child.
2. The school will contact the emergency number(s).
3. If all emergency numbers are exhausted and parent contact is unsuccessful, the Transportation Department will return the student to school. The school will establish contact with the parent and arrange for the student to be taken home.
 - a. If the student is a special education student (requiring adult assistance and/or five years of age and under), a referral should be made to the Division of Family Services after the third time.
 - i. First Time: Send Letter A
 - ii. Second Time: Warning
 - iii. Third Time: Referral to the Division of Family Services (1-800-292-9582)
 - b. If the student is not a special education student, the bus transportation will be discontinued and a referral to the Division of Family Services should be made after the third occurrence.
 - i. First Time: Send Letter B
 - ii. Second Time: Warning
 - iii. Third Time: Referral to the Division of Family Services (1-800-292-9582)

Questions about the information contained in this administrative memorandum should be directed to the Director of Elementary Schools.



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**For special education students who require a parent to be present at the bus stop.*

Office Responsible	Authorizing Code	RCCSD Board of Education Policy 5003	Issued	January 20, 2009
References	Deputy Superintendent	Transportation of Kindergarten and Special Education Students Procedures	Revised	N/A