

## **Pre-K through 3<sup>rd</sup> Grade Bus Stop Guidelines \***

Davidson County Schools requires that Pre-K through 3<sup>rd</sup> Grade students be supervised at their designated afternoon (PM) bus stop location by a parent and/or legal guardian.

Parents and/or legal guardians must be at the designated bus stop location in the afternoon (PM) to receive their Pre-K through 3<sup>rd</sup> Grade student(s) from the school bus.

If there is not a parent and/or legal guardian at the designated afternoon (PM) bus stop to receive their Pre-K through 3<sup>rd</sup> Grade student(s), the student(s) will be transported to the next school on the bus route. **NOTE:** This could be an Elementary, Middle or High School.

When the situation arises and a student(s) must be taken to a school because there is not a parent and/or legal guardian at the designated afternoon (PM) bus stop, the Bus Driver will notify the Bus Garage via the two-way radio on the bus.

The Bus Driver will provide the Bus Garage with the following information:

- 1.) The name of the student(s).
- 2.) The name of the home Elementary school of the student(s).
- 3.) The name of the school that is next on their bus route. Again, this could be an Elementary, Middle or High School.

The Bus Garage will notify the home Elementary school via telephone the name of the student(s) and the school where they are being transported.

It will be the responsibility of the home Elementary school to contact the parents and/or legal guardians to inform them of the situation and let them know where to pick up their student(s).

If the student(s) are not to be transported back to the home Elementary school, it will be the responsibility of the home Elementary school to contact the school that the student(s) are being transported to and provide them with the necessary student and parent information.

Students that are transported to a school because there is not a parent and/or legal guardian at the designated afternoon (PM) bus stop, will be met at the bus by a school staff member and escorted to the School Main Office where they will be supervised until a parent and/or legal guardian arrives.

**\*Note:** This Guideline may be utilized for 4<sup>th</sup> & 5<sup>th</sup> grade students if applicable.

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## **Consequences \***

If a parent and/or legal guardian is not at the designated Pre-K through 3<sup>rd</sup> Grade school bus stop to receive their student(s) from the school bus in the afternoon (PM), the following action(s) will be taken by the Bus Coordinator (Principal and/or Assistant Principal) at the elementary school:

- **First time offense:** A warning letter will be sent to the parent(s) and/or legal guardian(s). The letter will inform the parent(s) and/or legal guardian(s) that the next offense will result in an automatic 1-day suspension of afternoon (PM) bus privileges for the student(s) involved.
- **Second offense:** The parent(s) and/or legal guardian(s) will be informed that the afternoon (PM) bus privileges will be suspended for 1-day for the student(s) involved. This suspension will apply to the next scheduled school day.

Additionally, the parents(s) and/or legal guardian(s) will be informed that the next offense will result in a mandatory scheduled conference at the school with members of the school administration and an automatic 1-day minimum suspension of afternoon (PM) bus privileges for the student(s).

- **Third offense:** There will be a mandatory conference scheduled as soon as possible with members of the school administration and the parent(s) and/or legal guardian(s) to discuss the future bus privileges of the student(s).

Beginning with the third offense, school administration may increase the number of days that afternoon (PM) bus privileges are suspended for the student(s) involved at their discretion.

**\*Note:** This Guideline may be utilized for 4<sup>th</sup> & 5<sup>th</sup> grade students if applicable.