



International Baccalaureate World School District
8550 Woodfield Crossing Blvd. | Indianapolis, IN 46240-2478
www.msdt.k12.in.us

DATE: July 2019

TO: Parents/Guardians of Washington Township Kindergarten Students
FROM: Mr. Gary Clevenger, Director of Transportation

RE: 2019-2020 Kindergarten Transportation Procedures

We are excited to start a great year with you in Washington Township, and we are pleased that your child will begin in our kindergarten program with the district. Thank you for all that you do every day to prepare your child for the wonderful learning opportunities that await him/her each day at school.

We hope you have worked out arrangements to have an adult meet your kindergarten child each day at the afternoon bus stop. All kindergarten students must be met by a parent/guardian or a designated person. An older sibling may be permitted with a signed and dated note from the parent/guardian. If a bus driver finds that a parent/guardian is not present and awaiting the safe delivery of their kindergarten child, the child will remain on the bus under the supervision of the bus driver.

Upon finishing their route, bus drivers will take kindergarten students back to their home school, and the parent/guardian will be contacted to reunite them with the student. This procedure is considered the safest approach, but it comes at an added cost to the school district in both time and money and cannot be allowed to happen multiple times without consequence.

The first offense will result in a letter to the parent/guardian advising them of the safety concern and of the consequences for a repeat offense. The second offense will result in a suspension of bus privileges for a period of three days. The third offense will result in the student being removed from the bus for the remainder of the school year.

Thank you for your help in ensuring that a parent/guardian or designee is present to greet your kindergarten child when they are dropped off at their bus stop. We know the importance of the partnership between family and school, and we want to do everything possible to keep your child safe while in our care.

A handwritten signature in blue ink, appearing to read 'Gary Clevenger', is positioned above the contact information.

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