



WASHINGTON
TOWNSHIP SCHOOLS

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

DATE: _____

TO: Parent/Guardian of _____

SCHOOL: _____

FROM: Mr. Rick Pederson, Director of Transportation

RE: Notice of Violation - Returned Student

Please note that your student had to be returned to the school this afternoon due to the absence of a receiving parent/guardian. Per the terms set forth in the district’s Kindergarten Transportation policy, “**All kindergarten students must be met by a parent/guardian or a designated person.**” That policy also applies to students unable to get into their home or special-needs students who must be received by parent, regardless of age, and consequences are listed below:

“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.”

Today marks the _____ time that your student has been returned to the school in violation of the policy above. The date(s) of violation are listed below along with the accompanying consequence.

Number of Offenses	Date of Offense	Reason for Return (i.e., No Parent Present, Door Locked, etc.)

Consequence (staff will circle one):

- (1) Warning of Safety Concern and Consequences for Repeat Offense
- (2) Suspension of Bus Privileges for Three (3) School Days – Dates: _____ through _____
- (3) Removal of Bus Privileges for Remainder of School Year

Thank you for your help in ensuring that a parent/guardian or designee is present to greet your 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.

RL Pederson

Rick Pederson
Director of Transportation - MSD Washington Township
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317-254-5510

Parent/Guardian Signature