

## **PARENT RESPONSIBILITIES:**

### ***What are the parent's responsibilities?***

- Parents or guardians shall be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop.
- Have your child at the bus stop five-ten minutes prior to scheduled pick-up time.
- If possible, teach your child their full name, home address, and telephone number where an adult family member may be contacted in an emergency.
- Remind students to watch for siblings at bus loading or unloading times, and encourage them to notify the bus driver of any concerns of a sibling not loading the bus, or getting off at the appropriate stop
- Review the School Bus Safety Rules with your child.

### ***What is the parent's responsibility at drop-off time?***

- In the event you are unable to be home when your child arrives, arrange an alternate plan with your child: where to go, a hidden key, talk to a neighbor, etc. Careful planning for the unexpected can greatly reduce your child's anxieties!
- If possible, be at the bus stop five minutes before the bus is scheduled to drop off your elementary aged child(ren).
- A caregiver designated by the parent/guardian which may be an older sibling is required to be at the bus stop to receive their **pre-kindergarten and Kindergarten student**. To avoid missing your student, please be at the bus stop five-ten minutes before the bus is scheduled to drop off. The caregiver should have identification when approaching the front step of the bus to receive their students.

### ***What if my child needs to get off at a stop other than their regularly assigned stop?***

- Students are only allowed to ride their assigned bus to and from their assigned bus stop to minimize the potential of a hazardous situation.
- Any temporary change in bus assignments can only be made on an emergency basis if a request is submitted by the parent in writing (by note or FAX) and approved by the school personnel or designee. Requests to locations related to student after-school activities cannot be approved. Requests should be submitted at least 30 minutes prior to the end of the school day to ensure sufficient time for communication of the change to appropriate parties.

## STUDENT RESPONSIBILITIES:

### ***What behavior is expected of a student while riding the school bus?***

All students are expected to follow the bus safety rules entering/exiting the bus for their own safety and safety of others.

### ***How will safety infractions be handled?***

- The bus driver will discuss the safety infraction with the student.
- The driver may elect to report the safety infraction to the campus.
- The campus makes the decision of what disciplinary action will be taken in accordance with the district's [Student Code of Conduct](#).