

Dear Parents:

The McCracken County Public Schools Transportation Department has put into place a safety procedure for our preschool, kindergarten, & 1<sup>st</sup> grade students who ride the school bus. Please find attached a school passport that we need you to fill out & return to school tomorrow. Please fill in your child's name, the primary address where your child will be let off the bus each afternoon, your phone number, signature, & date. Your child's teacher & I will then sign & date the passport & return it to you to begin using. All principals & bus drivers have been told that drivers are not to let preschool, kindergarten, or 1<sup>st</sup> grade students off the bus unless they are shown this passport by an individual to whom the parent has given authority for their child to be received from the bus. We are issuing two passports per student & it is completely up to each parent to decide who will use them. These must be used **all year, starting the 1<sup>st</sup> day of school ~ NO EXCEPTIONS!** Please keep them in a handy location & present them to your bus driver at the door of the bus when you receive your student.

Possible questions:

1. Can my child get off the bus with their older sibling who is 9 years old? According to the **CHANGE** in our Code of Conduct book, kindergarten & first grade students are allowed to exit the bus with an older sibling, 4<sup>th</sup> grade or older. **\*THIS HAS BEEN CHANGED!!**
2. What if my child rides the bus home with a friend? Continue as we have done in the past. Write a note saying you give your permission for your child to ride the bus home to a specific name and address. Office personnel will sign the note, give a school note to the student to give to the bus driver & the bus driver will then take the child to the appropriate address.
3. What if changes occur & I don't want earlier named individuals to receive my child at the bus stop? If you cannot get the passport back, call the office & we will issue you a red passport. Drivers will be informed by the school & they will only recognize the red passport from then on & a red passport will require an ID EVERY TIME it is presented. Once a red passport has been issued, you cannot go back to the original passport.
4. When does this take effect? Principals & bus drivers have been told that students will be returned to school unless properly received with the passport effective **the 1<sup>st</sup> day of school**.
5. What if I lose my passport during the school year? A red passport will be issued & from then on will require an ID EVERY TIME it is presented. Once a red passport has been issued, you cannot go back to the original passport.

Thank you in advance for your cooperation in complying with this procedure as we work together to ensure the safety of your child.

Sincerely,