

MEMORANDUM

TO: Parents of Students Entering 6th and 9th grades
Principals
FROM: Edward C. Cassidy, Jr., Director of Transportation
DATE: June 10, 2019
SUBJECT: **Orientation Program for 6th and 9th graders on August 30, 2019**

The 6th and 9th grade orientation program will be provided as follows:

- **PLEASE NOTE; to be consistent with the pick-up times during the school year all Orientation Day bus routes will run at the same time as the 180 days of the school year.** The normal bus stop locations will be used to pick up and drop off students. Students are to stand outside at bus stops five minutes early, every day.
 - All bus routes to all schools will be driven on Orientation Day, but buses will not pick up elementary school students.
- Before Orientation Day please review the [Safety Items for Parents & Students information](#) designed to enhance safety for your student: the Student Safety Video, Student Rights and Responsibilities, Parent Rights and Responsibilities, and the Regulations for Riding the School Bus. It would be a good idea to review these safety items with your child during the school year as well.
- **Transportation information may be found in your student's Home Access Center (HAC) data; bus #, bus stop location and approximate bus stop times. This bus stop information will be based on your home address, unless you have provided a different pick-up and drop-off location to your child's school. Please contact your child's school to make any corrections.**
- The regular bus number and the approximate [pick-up times for the bus stops](#) can be found on the Calvert County Public Schools website after August 19th.
- Please remind students to be careful; to safely walk to and from the bus stop and to stand ten to fifteen long paces away from where the bus actually comes to a complete stop. Everyone should stand still as the bus arrives. No one should move towards the bus until it is completely stopped, and the driver has activated all the lights. Students should not be wearing headphones or using their cell phone when boarding or unloading; they must pay attention to their surroundings for their safety.
- Parents of students who will be new to the school, but who are not 6th or 9th graders, must contact the secondary school in advance to determine if their child(ren) may also attend orientation programs. With school approval these students may also ride the buses on Orientation Day.

Orientation Schedule

SCHOOLS	PICK UP TIMES	PROGRAM TIMES	DROP OFF TIMES
Huntingtown HS, Northern HS, Northern MS, Patuxent HS, Calvert MS	6:15 to 6:45AM	7:15 to 10:15AM	10:20 to 10:45AM
Calvert HS	6:30 to 7:05AM	7:25 to 10:25AM	10:30 to 11:05AM
Mill Creek MS, Plum Point MS, Southern MS, Windy Hill MS	7:15 to 7:45AM	8:10 to 11:10AM	11:15 to 11:45AM

Please review the [safety recommendations & rules](#) on the second page of this memo.

The transportation of our children is a shared responsibility between the home and the school system. As stated in CCPS policy "It is the responsibility of the parents or guardians to provide supervision for their child(ren) while walking to and from or waiting at the designated stop." With this in mind, **the expectation is that parents have students outside and at their assigned bus stop five (5) minutes before the established time that the bus arrives. Below are some other safety recommendations regarding bus stops. Please review these with your children.**

- Students should stand five to ten long paces away from where the bus will stop.
- No one, adult or child, should be standing in the road waiting for the bus; this should be done off of the road.
- No one should be moving towards the bus as it approaches the bus stop. Only after the bus driver has brought the bus to a complete halt, with the red lights flashing and the stop arm out, should students approach the bus to board.
- No one should step out from in between parked cars as a bus is approaching a bus stop.
- Parents who drive to a bus stop must park more than thirty (30) feet away from the stop sign/intersection.
- Vehicles should be parked only on one side of the street and should not idle for more than five (5) minutes.
- Parents must actively supervise their children, so they do not exit their private vehicles and step directly into traffic or walk in between parked vehicles into traffic without looking for oncoming traffic.
- Private vehicles waiting for the bus must provide adequate space for standing students to see the bus, for the bus driver to see students, and so children do not have to walk in between those private vehicles.
- Private vehicles cannot be parked in such a manner as to prevent the bus from making a turn onto an intersecting street.
- When boarding the bus, students must be fully seated as quickly possible so that the bus can depart the bus stop in a safe and efficient manner.
- Students are to be seated facing forward in their seats. Remember "toes and nose to the front!"
- Students are to be seated on their backsides (not sitting on their legs or kneeling).
- Students are to remove their backpacks from their backs when seated.
- Students must remain seated until the bus comes to a complete stop, BEFORE they rise from their seats to leave the bus, whether at school, home or any other locations.

School Bus Rules and regulations are established with student safety in mind. They are in the Students' Rights, Responsibilities and Code of Conduct, and the "yellow school bus rules card." Both are distributed to each student and family annually. These rules are explained at the beginning of each school year, and they are reinforced throughout the year. Your support will help us to provide each child with a trip to and from school that is safe both emotionally and physically. **Parents are asked to review them with your child(ren), as well.**

1. Except for ordinary conversation, classroom conduct is expected.
2. Be courteous; use no profane or abusive language.
3. Do not bully, tease or harass anyone on the bus.
4. Do not eat, drink or chew gum on the bus.
5. Keep the bus clean.
6. Enter and leave the bus through the front door. Rear doors are to be opened for an emergency only.
7. Keep the aisle clean.
8. Do not damage or deface any part of the bus. Student and/or parents must repay the cost of repairing parts or replacing any damaged equipment and/or the student will be prosecuted.
9. The use or possession of tobacco products is prohibited on the bus.
10. Stay in your assigned seat.
11. Do not extend any part of the body out of the bus window at any time.
12. Do not spray any perfume, cologne, deodorant, etc.

The expectation for students, the driver, the contractor, and the school administration is that School Bus Discipline Referrals shall be written for students who choose to behave in a manner contrary to these most basic safety expectations.

We aim to provide safe and efficient transportation. The driver bears the responsibility of making sure the bus is on schedule each day, operating the bus safely, assigning seats for each student and maintaining discipline on the bus. Please do not hesitate to contact Transportation with questions or concerns about these matters at 443-550-8786.