

# Special Education Procedures Concerning Busing

Dear Parent/Guardian,

We realize and understand that there are times when you might not be able to be home on time to meet your child's bus when it arrives in the afternoon. It is the Cleveland Metropolitan School District's policy not to release your child to any unknown adults or an empty house. This is for the safety of your child and the protection of the driver. Please be advised that if no one is home to receive your student, the bus drivers are instructed to take your student to Max Hayes High School. They will be kept at Max Hayes until 5:00 p.m. then transferred to Jane Edna Hunter Social Services Center on Euclid Ave. You may retrieve your child before 5:00 p.m. at Max Hayes. After 5:00 p.m., the student will be at Jane Edna Hunter.

To avoid these types of problems, we are asking that you designate up to three adults (18 years or older) to meet the student in your absence. Please give this information to the driver by filling out this form. Also, you can get information by calling our afternoon dispatch number at 216-838-4287.

Student(s) Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Adult #1 \_\_\_\_\_ Phone \_\_\_\_\_

Adult #2 \_\_\_\_\_ Phone \_\_\_\_\_

Adult #3 \_\_\_\_\_ Phone \_\_\_\_\_

**The above names will be verified by the driver when a current I.D. is shown. We will not release the student until proper identification is shown. We will not release the student if the name is not on our list of the above adults. NO EXCEPTIONS!**

My signature below waives my responsibility to meet my special needs child (in lieu of a designated person of my choice listed above) at the stop and also releases the driver of any responsibility to this action in accordance to the above statement.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Information: \_\_\_\_\_

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