



Fairfield City Schools

4641 Bach Lane • Fairfield, Ohio 45014
Phone (513) 829-6300 • Fax (513) 829-0148
www.fairfieldcityschools.com

STUDENT BUS SERVICE FOR 2018- 2019 SCHOOL YEAR

February 2018

Dear Parents:

We are happy to be able to provide a service that many parents find useful, which is having the school bus pick up or drop off students at a location other than their home, usually a babysitter's home or a day care center. In order to provide this transportation service, the babysitter's home or daycare center must be in the same attendance area as the school that the child attends.

Although the school district understands that unexpected situations sometimes arise, in order to ensure each student's safety, pick up and drop off arrangements need to be the same every day that the student rides the bus.

Example: A student is picked up at home before school, and dropped off at a babysitter's house after school, on Monday, Tuesday, Wednesday and Friday. On Thursday the babysitter brings the child to school and picks the child up after school. This is acceptable; as the arrangements are the same on every day the student rides the bus.

Example: A student is picked up before school, and dropped off after school, at a daycare center on Monday, Tuesday, Wednesday and Thursday. On Friday the parents would like the child to be picked up and dropped off at home. We would **not** be able to accommodate this request, as the arrangements are not the same for each day the student rides the bus. With transporting more than 7,500 students to multiple schools daily, we do not have the capacity to safely manage daily variations in pick-up and drop-off arrangements for individual students.

Please remember, as the school year comes to a close, to complete a new babysitter/daycare form with information for the coming school year and return it to the Transportation Department by **June 15**. The form may also be completed on the district website (www.fairfieldcityschools.com) on the transportation page. The completion of this form will ensure that your child's transportation arrangements are in place by the start of the next school year. Bus routing is a complicated and lengthy process and it is very helpful for us to have this information for your child before route planning begins. We have already begun working on bus routing for the 2018-2019 school year. Please assist us in preparing for next school year by completing the form and returning it to the Transportation Department by **June 15**.



After June 15, babysitter/daycare forms may be mailed or faxed to:

Fairfield City School District
Transportation Department
4641 Bach Lane
Fairfield, OH 45014
Fax: (513) 829-6821

Babysitter/daycare forms will be accepted after June 15, but we cannot guarantee that transportation arrangements will be in place at the start of school. Parents may contact the Transportation Office (513/829-6603) to confirm your child's route, bus stop, and schedule information. Forms received after the start of school may take up to five days to be completely processed and the new arrangements added to routes.

Some daycare providers and babysitters also provide transportation. Parents should work directly with them if those services are to be used.

The Fairfield City School District also offers a latchkey program. All elementary schools offer latchkey before school and after school. Please contact your child's school for more information.

We want your child's entire school day, including the morning and afternoon bus rides, to be as enjoyable as possible. To help with that, I have included with this letter some of the most frequently asked questions and answers about our school bus service. Please take a moment to review these to help you with your planning.

Sincerely,

A handwritten signature in black ink, appearing to read 'Billy Smith', written in a cursive style.

Billy Smith
Superintendent

bks

Attachment

**Fairfield City School District
Transportation Department**

Transportation Frequently Asked Questions

These are some of the most commonly asked general questions that are received in relation to transportation of students.

How can I find out the location and time(s) of my child's bus stop?

- As soon as the bus routes and schedules are set, student information will be posted at each school. The routes should be available in mid-August. Parents of Fairfield City School District and Sacred Heart students will have the added option of accessing the District website to obtain bus stop information. Follow the Transportation link to option "Enter your address, Get bus stop information". You will then enter your child's address to get the closest available bus stop locations and times. If there are questions about the route or bus stop, please contact the Transportation Department at 513/829-6603.

What are some helpful safety tips for riding the school bus?

- Arrive at the bus stop five (5) minutes early. Wait in your "designated place of safety". This is a state-mandated location, determined by the bus driver, as a safe location for students to wait for the bus.
- While waiting, respect other individuals, their possessions, and surrounding property. Stand still and be cautious as the bus arrives.
- The district's responsibility begins when students board the bus and ends, in the afternoon, when the bus departs from the stop. It is recommended that elementary students be accompanied by parents/guardians to the bus stop.
- If you must cross the street to be picked up or dropped off, obey the driver's hand signal and cross ten (10) feet in front of the bus.
- Enter the bus calmly, sit in assigned seat and remain seated at all times.

What is 'state minimum' transportation?

- State law requires transportation only for students in grades K-8 who reside more than two (2.0) miles from school. With state minimums, grades 9-12 transportation does not have to be provided; however, a shuttle from the high school to a member vocational school is required. In addition, all school districts have an obligation to transport students with special needs as identified in those students' Individual Education Plans. We are well above the state minimum and will continue to look at ways to decrease costs by extending some bus stops and walking areas.

What is the maximum time a student may ride his/her school bus in Ohio?

- There is no identified length of time that districts are obligated to meet. It is up to the school district to manage the length of time students ride their bus. Ride times vary by traffic, locality and numerous other criteria; therefore, ride times may vary for each school. The Fairfield City School District is committed to making them as short as possible.

Are there state laws that set the standards for bus stop location?

- Bus stop locations are determined by the Board of Education. Students in Ohio may be assigned to a bus stop up to one-half (.5) mile from their home. We encourage parents to accompany their child to the bus stop whenever possible. This teaches the child safe habits of walking to and from the bus stop and provides additional peace of mind to the parent.

Are sidewalks required for my child to get to his/her bus stop?

- While we understand this may be of concern in some situations, many students routinely walk safely in grassy areas along roadways to reach the bus stop. This is another important reason to accompany your child to the bus stop.

I want my child to wait inside my house/car until the bus arrives at the stop. Is this allowed?

- Ohio law requires children to be waiting at the bus stop prior to its arrival. The Fairfield City School District recommends students arrive at the bus stop five (5) minutes prior to the arrival of the bus. Bus drivers must count the students at the bus stop before they load and as they get on the bus to ensure all children are safely on board. If students are not waiting at the bus stop, the bus driver cannot count them. Therefore, the driver cannot be certain all the students are safely on board. Waiting at the bus stop before the bus arrives further ensures that no one chases after a bus, which is very dangerous.

My child has an IEP (Individual Education Plan) but special transportation is not being provided. Why is this?

- A child who has an IEP only receives special transportation when the IEP team designates such as a "related service." If special transportation is not included on the IEP, your child will be transported similarly to regular education students. If you have questions regarding special transportation please contact the Special Services Department (513/829-4311).

Who do I call if I have other questions?

- Please feel free to call our Transportation Department (513/829-6603). It is open year round, including all summer.

FAIRFIELD CITY SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
Telephone: (513) 829-6603 Fax: (513) 829-6821

2018 - 2019 School Year

**USE THIS FORM TO REQUEST TRANSPORTATION TO/FROM
SITTER/DAYCARE IN THE SAME ATTENDANCE AREA**

Date _____

Complete and return prior to June 15. Completed forms can be mailed to 4641 Bach Lane, Fairfield, OH 45014 or delivered to the Transportation Department located at 255 Donald Drive.

SCHOOL YOUR CHILD WILL ATTEND IN 2018 - 2019 _____

(Please use one form for each child)

NAME OF STUDENT _____ GRADE _____

NAME OF PARENT OR GUARDIAN _____

HOME ADDRESS _____

HOME PHONE # _____ WORK PHONE # _____

SITTER/DAYCARE NAME _____ PHONE _____

SITTER/DAYCARE ADDRESS _____

CHECK ONE OR BOTH OPTIONS LISTED BELOW:

___ **PICKUP** I am requesting that the above named child be picked up at the bus stop closest to the sitter/daycare address as listed above.

___ **RETURN** I request that the child listed above be returned to the bus stop closest to the sitter/daycare address as listed above.

SIGNATURE OF PARENT OR GUARDIAN _____

ACTION BY TRANSPORTATION DEPARTMENT DATE _____

Approved and drivers notified.

TRANSPORTATION REGISTRATION

2018 - 2019

In order to schedule non public transportation for next school year we need the following information.

(Please complete one form for each student)

Student's Name: _____

Address: _____ Zip: _____

Phone No.: _____ Emergency No: _____

Date of Birth: _____ Grade: _____

School attending: _____

Transportation needed: _____ A.M. _____ P.M. _____ BOTH

Parent/Guardian Signature

We must have this information by June 14, 2018 in order to complete routing and supply you with accurate pick up times.

Students who return information after the deadline may not be included in the routing process on their first day of school. Those students will have to provide their own transportation or go to the nearest established bus stop. *We will assign all late registrations a stop by September 4, 2018.*

Please return to: Fairfield City School District
OR FAX Transportation Department
 4641 Bach Lane
 Fairfield, Ohio 45014
 Phone: 513-829-6603
 Fax: 513-829-6821

Thank you.

**FAIRFIELD CITY SCHOOL DISTRICT
CALENDAR, 2018-2019**

(Approved by the Fairfield Board of Education on 2/18/16 as Resolution #16-10)

Wednesday	August 15, 2018	Orientation for New Certificated Employees
Thursday	August 16, 2018	Teachers Report (No students)
Friday	August 17, 2018	Inservice Day #1 (No students) All School Offices CLOSED for District Staff Meeting (8:00 – 11:00 AM)
Monday	August 20, 2018	Students Report
Friday	August 31, 2018	Inservice Day # 2 (No students)
Monday	September 3, 2018	Labor Day (No school)
Thursday	September 20, 2018	Progress Reports Grades 1-12
Monday	October 22, 2018	End of 1 st Quarter Grades K-12
Tuesday	November 6, 2018	Inservice Day #3 (No students)
Wednesday	November 21, 2018	Conference Exchange Day (No school)
Thursday & Friday	November 22 & 23, 2018	Thanksgiving Break
Tuesday	November 27, 2018	Progress Reports Grades 1-12
Monday	December 24, 2018	Conference Exchange Day (No school)
Tuesday	December 25, 2018	Winter Break Begins
Thursday	January 3, 2019	School Resumes after Winter Break
Tuesday	January 8, 2019	End of 1 st Semester Grades 9-12 End of 2 nd Quarter Grades K-8
Monday	January 21, 2019	Martin Luther King Day (No school)
Friday	February 8, 2019	Progress Reports Grades 1-12
Monday	February 18, 2019	Presidents' Day (No school)
Wednesday	March 13, 2019	End of 3 rd Quarter Grades K-12
Monday	April 1, 2019	Spring Break Begins
Monday	April 8, 2019	School Resumes after Spring Break
Thursday	April 18, 2019	Progress Reports Grades 1-12
Friday	April 19, 2019	Spring Weekend Begins
Monday	April 22, 2019	Inservice Day #4 (No students)
Monday	May 20, 2019	Last Day for Seniors
Thursday	May 23, 2019	End of 2 nd Semester Grades 9-12 End of 4 th Quarter Grades K-8 Last Day for all Students Grades PK-11
Friday	May 24, 2019	Last Day for all Staff
Saturday	May 25, 2019	Graduation, Cintas Center, Xavier University Summer School, Advanced Credit Summer School, Make-up and Online

*Dates subject to change if additional days are needed.