

TRANSPORTATION DEPARTMENT

3880 Ridge Road, Medina, Ohio 44256

Phone: 330-239-1901

Akron: 330-686-1901

Cleveland/Hinckley: 330-278-2727

www.highlandschools.org

HIGHLAND
Local Schools

a legacy of excellence

May, 2019

Dear Parent/Guardian:

Please access these two (2) links to provide information regarding bus transportation and emergency medical information for your child(ren).

Click to access the [Intent to Ride form](#)

Or type link into URL: <https://goo.gl/forms/DqZiWBYWgELUBRCc2>

Click to access the [Emergency Medical Authorization form](#)

Or type link into URL: <https://goo.gl/forms/z4isq30Eozll23Kf2>

The Intent to Ride form will provide to us the necessary information for designing the bus routes for next school year. The second form is the Emergency Medical Authorization form which, will convey your wishes for emergency medical treatment, any medical conditions, and emergency contacts if we are unable to reach you.

Please be certain to return the responses before June 15th so that all riders are included on the bus routes. Forms not returned by June 15, 2019 will communicate to us that your child/children will not ride. Should you find that you need transportation after the submission deadline, transportation will be arranged after school begins and the routes can be reconstructed, which can take up to two (2) weeks.

Postcards with bus number, bus stop and time will be mailed after August 13th and before school begins.

Thank you in advance for your prompt response so that bus routes will be set up as accurately and efficiently as possible. Please contact us if you have any questions.

Sincerely,

Debbie Parker
Supervisor of Transportation

Transportation for Parochial School Students

2019-2020 School Year

1. Sign up for transportation in one of these ways:
 - a. via link imbedded in letter
 - b. type the link into browser
 - c. Go to www.highlandschools.org, click Departments, click Transportation and Maintenance in the drop down list, then click on the links to the forms.

2. If transportation is needed, but responses are received in our office after June 15th, route additions will occur after September 1, 2019.

3. Inclement Weather and Highland transportation
 - a. When the Highland School District decides to operate on a two-hour delay or to close school for the day, the media is alerted and an announcement banner placed on the district website home page (www.highlandschools.org).
 - b. You may sign up for notifications from the district: go to www.highlandschools.org, scroll down list on left to "E-Communications". Complete the information and check the box marked Highland Local Schools.
 - c. Two hour Delay – all buses will operate two hours later than normal schedule.
 - d. Calamity Day – If HLS is not in session due to inclement weather, there will be no transportation. Please check the school web site and/or local television.

4. Student Discipline
 - a. Behavioral issues will be documented by the bus driver. This information will be forwarded to the school office for discipline if warranted. Repeated and continual infractions of rules should result in suspension from riding the bus, as determined by each school's policies and administrator.

5. It may become necessary to combine bus routes if a situation of personnel shortage occurs. This could result in later pick up and/or drop off times for the students. We will notify the school office whenever this is necessary.

6. Students who attend your school, but do not live in the Highland School district are not permitted to be transported by our buses.