



NATIONAL TRAIL LOCAL SCHOOLS

6940 Oxford-Gettysburg Road

New Paris, Ohio 45347-1197

Telephone (937) 437-3333 Ext. 1301

Fax (937) 437-8270

Parents/Guardians

We are constantly reviewing safety here at National Trail Local Schools. As part of this process and in the interest of safety for our students we have made some adjustments to the bus pass procedures.

National Trail School Bus Pass Procedures

1. No bus passes for HS students.
2. Middle School students are discouraged from requesting bus passes due to HS/MS buses running at full capacity. Buses will not be overloaded to accommodate bus pass requests.
3. All bus pass requests for Elementary and Middle School students must be in writing with the days date the pass is for, students first and last name, address of where they are going to get off, a phone number a parent can be reached at, and signed by parent or guardian.
4. All bus pass requests must be received and approved by school administration and will depend on seating availability on buses.
5. For the safety of all students, bus pass requests over the phone are not verifiable and will not be accepted.
6. Students denied bus passes will be transported on their regular route buses to their regular bus stop location. Students will be given the opportunity to call to inform parents their passes have been denied.

As always, it is strongly recommended that you have a back-up plan in place should your child arrive home to find that no one is there or the house is locked. Go over your back-up plan with your child so they know where to go and what to do if they find themselves in this situation. Your plan should include a neighbor, friend, or relative your child can call on to stay with until you arrive to get them.

Automatic Locking Door Procedures

- 1) The inner doors will be locked until 7:15 a.m. every morning.
---Adults or visitors who are NOT NT students must sign in at the window after 7:15 a.m.
- 2) The inner doors will be locked again at 7:35 a.m. and will remain locked until 8:20 a.m.
---Parents will be able to wait with their child before 8:20 a.m. in the area between the outer and inner doors or outside.
---Parents will be able to wait with their child after 8:20 a.m. in the front entryway.
---All parents or adults accompanying the students will have to sign in at the window or the desk in the entryway area.
- 3) The inner doors will be locked again at 8:50 a.m. and will remain locked until 3:20 p.m.
---All visitors must sign in and be let in the building by a NT School employee.
- 4) Parents picking up MS/HS Students prior to 3:20 p.m. (MS/HS dismissal is 2:27) must sign in at the window. Beginning at 2:15 the parent and/or adult may wait in the entryway.
- 5) Prior to 3:20 parents and/or adults picking up elementary students for after school dismissal will be able to wait for their child in the area between the inner and outer doors or outside.
- 6) Parents and/or adults picking up elementary students must sign in at the window or front desk (after 3:30 p.m.). Students begin dismissal from their classrooms at 3:30 p.m.
- 7) PLEASE BE READY TO SHOW PICTURE IDENTIFICATION! The person working the window will not know everyone who wishes to enter the school, so there will be times that individuals will be asked to show their identification.

WE GREATLY APPRECIATE EVERYONE'S COOPERATION AND UNDERSTANDING WITH THESE PROCEDURES.

IT IS IMPORTANT TO THE NATIONAL TRAIL LOCAL SCHOOLS' STAFF, FACULTY AND ADMINISTRATION TO HAVE A WELCOMING ENVIRONMENT FOR PARENTS AND STUDENTS, BUT IT IS ALSO VERY IMPORTANT THAT WE MAKE OUR ENVIRONMENT AS SAFE AS POSSIBLE!!