
**BUS TRANSPORTATION FOR ESOL
MIDDLE AND HIGH SCHOOL STUDENTS (TRN-P010)**

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for obtaining bus transportation for ESOL Middle and High School Students in the Clarksville-Montgomery County School System.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Senior Route Specialist

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 ESOL: English Speaking Other Language (please note ESOL programs are available at Kenwood Middle School and Kenwood High School)

5.0 PROCEDURE:

- 5.1 Buses for ESOL are assigned to each school at the beginning of the school year.
- 5.2 Students enroll in assigned school in their zone.
- 5.3 Students ride regular assigned bus from their bus stops to respective schools and transfer to ESOL bus for transportation to Kenwood Middle School or Kenwood High School in the morning.
- 5.4 Students return to their respective schools via ESOL bus and transfer to regular assigned bus for ride back to their bus stops in the afternoon.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None.

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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1/23/04		Initial Release
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9.0 FLOWCHART:

- 9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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Bus Transportation for ESOL Middle and High School Students Flowchart

