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## 'Drop off' and 'pick-up'

- **Vernon Street and Winnebago Street will be closed to traffic from 7:35-8:00 & 2:45-3:15.**
- All students will have time to get to their bus.
- Bus duty supervision will be assigned at Carrie Lee Elementary and Decorah Middle School.
- Buses will be parked in front of Carrie Lee Elementary and Decorah Middle School by 3:00—buses depart at approximately 3:15.
- 13 buses parked on Vernon Street, 7 buses parked on Winnebago Street, and the Town Shuttle on the corner of River and Vernon.
- John Cline Elementary will arrive at Carrie Lee Elementary shortly after 3:00. Carrie Lee Elementary will dismiss at 3:05. Decorah Middle School will be dismissed at 3:05.
- The regular in-town route stops are for grades K-8 only.
- The in-town shuttle bus is for grades K-8 only. If your child has special transportation needs, then exceptions may be arranged; please contact your child's building principal.
- **Parents will pick up and drop off Carrie Lee Elementary students on River Street.**
- **Parents will pick up and drop off middle school students from the back parking lot on Jefferson Street or Court Street.**

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## Bus Rules

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated at all times.
7. Keep your hands and head inside the bus.
8. Do not destroy property
9. For your own safety, do not distract the driver through misbehavior.

**Parents: Please encourage your son/daughter to report problems immediately to the bus driver, his/her teacher, principal, or to you.**

**Rules are posted on each bus.** Results of violating bus rules is at the discretion of the director of transportation and the building principal. Consequences may include removal from the bus for 1 to 10 days or permanent removal from the bus by a formal hearing.

Serious misbehavior on the bus may also be cause for consequences up to and including suspension or expulsion from school.

**Bus drivers will not allow any student to board a different bus without a bus pass.**

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## What do I do if my son/daughter wants to ride another bus?

Parents should notify their child's school of their request for their child to ride another bus. Notification may either be in the form of an e-mail, a note, or a phone call to the building administrative assistant. When buses are full to capacity with regular route riders, bus passes may not be approved. Whenever two (2) or more extra riders for one event request to ride a bus, such as a birthday party, the parent must call the bus garage at **(563) 382-4165** to receive permission.

**Decorah Middle School - (563) 382-8427**  
paula.mcintyre@decorah.k12.ia.us

**Carrie Lee Elementary School - (563) 382-3771**  
alison.donlon@decorah.k12.ia.us

**John Cline Elementary School - (563) 382-3125**  
jacki.frank@decorah.k12.ia.us

**West Side Early Childhood Center - (563) 382-4451**  
vickie.brueining@decorah.k12.ia.us

### Examples of when bus passes are needed:

- Overnights
- To ride to an alternate destination other than home.

If the bus driver cannot identify the child as a regular bus rider, and the child does not have a bus pass, the bus driver will direct the child back to his/her regular bus.

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## After School Child Pick-Up Information

Children may be picked up after school at the following locations:

### **WEST SIDE EARLY CHILDHOOD CENTER:**

At 2:50 parents may park in front of the school and wait at the **center door (#1) or South door (#7)** to pick up your child.

### **JOHN CLINE ELEMENTARY:**

At 3:05 children may be picked up at the **East end** of the building near the grassy area. Please stay in line and do not get out of your car when in the pickup line.

### **CARRIE LEE ELEMENTARY:**

Pick up will be on **River Street**. Students are dismissed at 3:05.

### **DECORAH MIDDLE SCHOOL:**

Please park on either **Jefferson or Court Street** behind the school. Students are dismissed from school at 3:05.



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## **TRANSPORTATION QUESTIONS/ CONCERNS MAY BE FORWARDED TO ANY OF THE FOLLOWING DCSD PERSONNEL**

### **Superintendent of Schools**

Mark Lane, Superintendent  
mark.lane@decorah.k12.ia.us  
(563) 382-4208

### **Decorah High School**

Kim Sheppard, Adam Riley  
Principal / Associate Principal  
kim.sheppard@decorah.k12.ia.us  
adam.riley@decorah.k12.ia.us  
(563) 382-3643

### **Decorah Middle School**

Justin Albers, Jake Nimrod  
Principal / Associate Principal  
justin.albers@decorah.k12.ia.us  
jake.nimrod@decorah.k12.ia.us  
(563) 382-8427

### **Carrie Lee Elementary**

Sarah Tobiason, Principal  
sarah.tobiason@decorah.k12.ia.us  
(563) 382-3771

### **John Cline Elementary**

Rick Varney, Principal  
rick.varney@decorah.k12.ia.us  
(563) 382-3125

### **West Side Early Childhood Center**

Rick Varney, Principal  
rick.varney@decorah.k12.ia.us  
(563) 382-4451

### **Transportation**

Jim Samuelson, Jeff Austin  
Director / Assistant Director  
jim.samuelson@decorah.k12.ia.us  
jeff.austin@decorah.k12.ia.us  
(563) 382-4165

*It is the policy of the Decorah Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Ms. Sarah Tobiason, Carrie Lee Elementary Principal, 210 Vernon Street, (563) 382-3771, sarah.tobiason@decorah.k12.ia.us.*

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# **Decorah Community School District**

## **Transportation Information**

