



June 2023

Dear Parents/Guardians,

The Cambridge Public Schools (CPS) system provides **free bus service to/from the International School of Boston for all children aged 4 through grade 8 attending ISB and residing in Cambridge.**

I serve as liaison between the CPS Transportation Department, Eastern Bus Company and ISB Cambridge families interested in the service by providing them with the names and addresses of your ISB student(s).

The CPS Transportation Department reserves a few seats for ISB students on **one morning bus** serving other Cambridge schools. ISB has very little control over the morning route as it is largely determined by the needs of CPS students. On the other hand, the **afternoon bus** serves only ISB students.

Please note that the CPS Bus Tracker can only be accessed by parents/guardians whose student is enrolled in a public school of the city of Cambridge. In other words, parents/guardians of ISB students cannot access the CPS Bus Tracker but they can stay informed about service delays by connecting to their [Twitter account](#).

Parents/Guardians are responsible for picking up their student(s) at the bus stop.

Please arrive at your bus stop 10 minutes early in the morning and in the afternoon.

Students in Grade 2 or younger:

They must wear a yellow bus tag (ID) which I will provide to them on their first day of school, listing their phone number and afternoon bus stop. **Someone must meet them at their bus stop.** If the child does not recognize any adult or older sibling who is there to pick them up, they will stay on the bus until they can be dropped off at the Safety and Security Office at Cambridge Rindge and Latin School (459 Broadway, Cambridge). Someone will contact you, and you can also call the Safety/Security office at 617.349.6772.

IMPORTANT SAFETY PROCEDURES TO REVIEW WITH YOUR CHILD

- Wait for the bus to come to a complete stop before stepping towards the door.
- Find a seat towards the back of the bus.
- Bags on laps for safety and space.
- Buckle up your seatbelt!
- No unauthorized adults on the bus.
- No animals on the bus.
- Cell phone use not permitted.

Transportation is a privilege.

Students who fail to comply with the rules may face disciplinary action.

Bus Rules

Disciplinary Procedures

Level 1	<ul style="list-style-type: none">• No eating or drinking on the bus.• Students must stay seated, with arms and legs inside the bus.• Students may not distract the driver or block the driver's view.• No yelling, shouting, pushing, shoving, throwing or littering.• Bullying will not be tolerated.	<p>1st Offense: The Principal will call the parent/ guardian and provide them with an incident report.</p> <p>2nd Offense: A letter will be sent to the parent/guardian with the Incident Report, and a phone call will be made.</p> <p>3rd Offense: The student must be suspended from the bus. A letter will be sent to the parent/guardian, and an office conference will be requested.</p>
Level 2	<ul style="list-style-type: none">• Stealing or possessing stolen items• Matches or lighters on the bus• Vandalism• Possession of alcohol, drugs, weapons or sharp objects• Threats or attacks on other	<p>Failure to follow these rules will result in a minimum 5-day suspension from bus privileges, a letter sent home, and an office conference. The Principal and/or Safety and Security office may take further action if necessary.</p>

I am the ISB [contact person](#) during the school year and Parents/Guardians should address their questions about bus operation and ridership to me.

Children do not have to ride the bus daily both ways. Parents/Guardians may elect to use the service in full or in part. **Kindly return the [Sign Up form](#) to [Karen Sturla](#) by **August 18, 2023**, along with the **signature slip** at the bottom of this document.**

The CPS Transportation Department must know who will ride the bus before the start of each school year. It is, however, possible to enroll and then make changes to your student's service during the year with advance notice*.

I don't expect you to know your student's schedule for the entire year but please give your best estimate of their schedule which you may adjust as the semester and afterschool clubs start.

The CPS bus service starts on Cambridge Public Schools' first day of school: Tuesday, September 5, 2023.

**ISB's first day of school is on Thursday, August 31, 2023.
Please be prepared to get your student(s) to and from ISB on Thursday, August 31 and Friday, September 1, 2023.**

The CPS school bus runs according to the [2023-2024 CPS District Calendar](#). If the CPS are closed for any reason or have an early dismissal, the bus will not run even though ISB is open ([ISB school calendar 2023-2024](#)). **To help you plan ahead for alternate transportation to/from ISB, please find below some of those days when there will be no CPS school bus service. This list might change as CPS adjust their 2023-2024 District Calendar, in which case I will update you accordingly.**

- September 20, 2023 => no afternoon bus service
- September 25, 2023 => no morning and no afternoon bus service
- October 25, 2023 => no afternoon bus service
- November 7, 2023 => no morning and no afternoon bus service
- November 10, 2023 => no morning and no afternoon bus service
- November 15, 2023 => no afternoon bus service
- January 24, 2024 => no afternoon bus service
- March 13, 2024 => no afternoon bus service
- March 18, 2024 => no morning and no afternoon bus service
- March 29, 2024 => no morning and no afternoon bus service
- April 10, 2024 => no morning and no afternoon bus service
- May 8, 2024 => no afternoon bus service
- June 5, 2024 => no afternoon bus service

Schedules

The morning bus arrives at ISB by 7:45am. Children are dropped off in front of Building 4 (Maternelle bldg).

The afternoon bus departs ISB at 3:35pm from the side of Building 4. **We kindly ask that Middle and Upper School students (who are dismissed at 3:25 pm) to please hurry up to get to their bus so the bus is not held up.**

Morning bus routes & schedules are released later in August.

There is no published schedule for the afternoon bus which is determined by the number of children riding each day.

After a few days of service, Parents/Guardians will be able to gauge the approximate arrival time of the afternoon bus at their student's stop.

***Changes to your student's bus routine**

Any and all changes must be communicated to [me via email](#) as follows:

=> before 12:00 pm (noon) for same-day bus changes.

=> at least one week prior for all other bus changes.

In other words, the sooner we know, the better we can serve you.

Enjoy the summer vacation and à la rentrée!

Karen Sturla

cut and return to Karen Sturla-----

2023-2024 ISB Student CPS Transportation Program Policies

Student name:

Parent/Guardian name:

Student signature & Date:

Parent/Guardian signature & Date:
