



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

LOS ANGELES UNIFIED SCHOOL DISTRICT

Beyond the Bell Branch

**BUS SUPERVISION AIDE APPLICATION
HOME SCHOOL SITE**

This form is to be completed and returned to the Local District Intervention/Standards-Based Promotion Coordinator four weeks before the start of Summer School.

Responsibilities:

- Arrive 30 minutes before bus departure time to provide supervision and account for students riding the bus (take attendance).
- Provide supervision on the bus ride to the summer school site.
- Upon arrival at site, walk students in line onto the school grounds.
- Report to assigned class (assignment made by summer school principal) to assist teacher.
- Arrange with summer school principal release time for two 10-minute breaks and 30 minute lunch time (lunch is non-paid time).
- Take attendance before bus departure.
- Remain 30 minutes after bus arrival at the originating site. If students are not picked up within the assigned time or do not go to the summer playground or walk home; report the information to the summer school principal so that the parent can be called and a letter sent home to the parent asking that the child be released to walk home. Please stay with the student.

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Name: _____ Employee Number: _____

Non-designated Summer School Site: _____

Home phone: _____ Pager or Emergency number: _____

Dates of Summer School Assignment: _____

Hours of Summer School Assignment: _____
(Begin 30 minutes before and after bus arrival and departure, includes two ten minute breaks and a 30-minute non-paid lunch)

Teacher Assistant's Signature: _____

Home School Principal's Signature: _____