

LAMPETER-STRASBURG SCHOOL DISTRICT

P.O. Box 428
Lampeter, PA 17537-0428

TO: Parents of Non-Public & Parochial School Students
FROM: Matthew Greenwood, L-S Transportation Coordinator
RE: Bus Transportation

Please find the following enclosed items from L-S School District:

- Non-Public Transportation Request Form (1 form per family)
- Non-Public Transportation Calendar / "Special Service" information
- School Transportation Methods of Discipline / One-Way KDG Transp.

Please complete the "Non-Public/Parochial Transportation Request Form" and return it to Mr. Matthew Greenwood at the Lampeter-Strasburg School District Transportation Office **no later than July 15th**. Our office **MUST** have this form on file for any non-public student requesting transportation from L-S School District. If I do NOT receive a form by then, I will assume you do not plan to use L-S bus service and I will prepare the bus routes accordingly.

Once I receive your "Transportation Request Form", I will mail your bus schedule to you, by mid-August. This information will include AM & PM bus numbers, pick up & drop off times, bus stop locations and shuttle bus information.

Please note the following transportation information:

1. When your child's non-public school has early dismissal, there will be NO P.M. TRANSPORTATION provided at the early time. We will send our buses at regular time if requested by the school.
2. If your child desires to bring a friend home on the bus, ride a different bus or get off at a different bus stop, your child must provide a note signed by the proper school official to the bus driver. If there is no signed note, the bus driver is instructed not to permit the student on the bus. For friends riding home on the bus, **only students living in the L-S School District are permitted to ride L-S buses.** **Parent must email the L-S Transportation Office at least 24 hours ahead of time to make arrangements for friends to ride.** **jeffrey_landis@L-Spioneers.org**
3. **SPECIAL SERVICE:** When L-S School District has no school or an early dismissal, L-S School District will provide "**Special Service**" transportation on those days. To receive bus transportation on days when L-S is closed or on afternoons when L-S schools have an early dismissal, you **MUST** indicate the need for "Special Service" on the Transportation Request Form that you must return to the L-S Office. See the enclosed "Special Service" form for more details.

4. **INCLEMENT WEATHER:** Parents are encouraged to monitor local radio and television stations when inclement weather threatens. Announcements concerning delays or closings will be made over the following radio and television stations: **RADIO** - WSBA Warm 103, WLPA-AM, WROZ-FM 101.3, WDAC, Z107, WIOV, WJTL, WITF-FM, & WLAN-FM 97; **TV** – WGAL-TV 8. These announcements will be made by 7:00 a.m. You can also call the L-S switchboard before 7:00 a.m. and listen for a recorded message from the Superintendent: 464-3311. You can also check WGAL TV's website at www.wgal.com

a. If L-S Schools are **CLOSED (due to weather)**, there will be no transportation provided, regardless of the non-public school schedule that day.

b. If L-S Schools are on a **ONE- or TWO-HOUR DELAY**, all buses will run on that delay, regardless of the varied non-public school schedules that day.

c. If L-S Schools have an **EARLY DISMISSAL (due to weather)**, I will contact each non-public school with the pick up time needed in order for the non-public students to meet their transfer buses here at L-S. (If your child's school is not dismissing early and you do not want your child to come home early on the bus, you are responsible for notifying your child's school and for transporting your child home at the regular time.)

d. If your child's school should close early due to weather, but L-S schools remain open for the entire day, I will contact each school to check if any students have decided to wait until regular dismissal time for the bus. If there are students waiting, L-S buses will report at the regular time for pick up.

e. If inclement weather should occur on a day that L-S is scheduled to be closed but is providing "**Special Service**" to non-public schools, please watch WGAL-TV 8 for "**L-S Non-Public Transportation**". WGAL-TV 8 is the only channel contacted on these days. You may also call the switchboard for a recorded announcement (464-3311).

5. **BUS CONDUCT:** Please refer to the enclosed "School Transportation Methods of Discipline". All students are expected to conduct themselves according to the rules of safety established by the school district.

Bus drivers are responsible for maintaining order and a safe riding environment. They must report ongoing or serious misbehavior of students to the school principal by way of bus conduct reports. The building principal will determine what appropriate action will be taken to correct the problem. Parents are urged to appreciate the actions taken by the bus driver to provide a safe ride for all students.

6. **QUESTIONS:** If you have any questions regarding transportation provided by L-S, please do not hesitate to call me at (717) 464-3311, ext. 1011. **For a faster reply, please send me an email at the following address: matthew_greenwood@L-Spioneers.org**