

**Dallas Middle School
Dallas, PA 18612**

TO: Parents of Nonpublic Students of the Dallas School District
FROM: Thomas J. Duffy, PRINCIPAL *Thomas J. Duffy 8/29/11*
RE: Dallas Middle School – Transportation
Date: August 29, 2011

The purpose of this memo is to overview general procedures for nonpublic school students who will receive Dallas School District transportation via Dallas Middle School. An onsite orientation is also described. Attached you will find an information collection form to be completed by parents.

A.M. Procedures

Students will be dropped off at Dallas Middle School at 7:30 A.M. at our parents' drop off area. Be advised that our campus circulation has changed and this area is now located at the natatorium(pool) end of the building and can only be accessed via Pear Tree Lane and the new access road, not via Conyngham Avenue. Once students are dropped off, they will proceed along the sidewalk in front of the middle school toward the gym entrance where a large sign will mark the Good Shepherd bus waiting area. Students will congregate in this area under the outside canopy awaiting Bus 8. Middle school staff will supervise students until they load Bus 8. Provisions for inclement weather will be made. A small number of students may be arriving at the middle school via other district buses rather than by parent drop off. It is imperative this option is communicated to us on the attached form.

P.M. Procedures

Students, via Bus 8 will arrive at the middle school at approximately 2:45 P.M and will be held on the bus until 2:49 P.M. at which point they will walk along the sidewalk in front of the middle school to the parent pick up area near the natatorium. Parents will pick students up using Pear Tree Lane and the access road. Middle school staff will supervise the dismissal process. A small number of students may opt to board a district bus upon arriving at the middle school rather than be picked up by parents. It is imperative this option is communicated on the attached form.

Orientation

All parents and students who will opt for transportation via Dallas Middle School are invited to the middle school on Thursday, September 1 at 1:00 P.M. to overview the procedures onsite. We will meet in the front of the middle school. The purpose of this brief overview is to clarify the above procedure and show students the areas described above. Parents are strongly encouraged to attend to alleviate concerns and to ensure for a smooth transition to this plan on September 12. This is not a meeting to discuss alternative student concerns and to ensure for a smooth transition to this plan on September 12. This is not a meeting to discuss alternative bussing routes and only for the purpose of acquainting parents and students with procedures applicable to Dallas Middle School.

Information Collection Form

Attached you will find an Information Collection form. Complete it **ONLY** if your child will be using the Dallas Middle School as a drop off/pick up point for transportation purposes. Complete and return the form to me on Thursday or the Good Shepherd School office.

Please call me directly at (570) 674-7243 with questions related to the middle school transfer procedures. Inquiries related to other transportation questions should be directed to our central offices at 570-674-7229. The Dallas School District looks forward to accommodating your children and wishes you a safe, productive school year!

Nonpublic Transportation via Dallas Middle School

Student Information

Student(s) Name(s) _____ grade _____
_____ grade _____
_____ grade _____

Parent(s) Name(s) _____ contact number (cell) _____
_____ contact number (cell) _____

Address _____

Other contact information you would like us to have _____

How will your child(ren) arrive at Dallas Middle School in the morning? Circle one:

Parents/family district bus bus number _____

Who will pick your child(ren) up in the afternoon at Dallas Middle School? Circle one:

Parents/family district bus bus number _____