



August 23, 2016

Dear ISL-JP Families,

There appear to be some misconceptions and miscommunications about bus transportation. I want to make sure we all have the same information. ISL-JP has approximately 300 students that ride the bus. It is impossible to create a system that perfectly meets every family's unique needs. What we do is partner with a bus company, this year Prime AF, that will help us provide quality transportation to and from school. Here are some important things to need to know:

1. Bus stops are chosen by the bus company based on the address you provide. ISL does not provide door to door service.
2. Parents MAY NOT pick their stop.
3. Teachers CAN NOT change the bus a child rides or the stop child gets off at, they may only place children on the bus based on a list provided by Prime AF via the front office.
4. No additional children will be added to the bus as of **August 23rd** unless the child is newly registered with the school and then only if a bus has availability. Currently two of our busses are full. No additional buses will be added to our routes. A wait list will be started and families will be notified if a spot becomes available.
5. No changes to stops will be made unless you have moved. When you turn in your change of address form please notify us that you also need to make a bus change.
6. Changes take 24 hours to go into effect. You must receive notification from the school that the change has been made before you can pick up your child at the new stop.
7. For safety reasons, STUDENTS WILL NOT BE DISMISSED FROM THE BUS ALONE. Someone 16 or older must pick-up students at the bus door. This rule also dictates where our buses drop off and pick up. We can not drop off and wait for parents on the side of a road, as such parking lots are chosen for a safer pick-up and drop off experience.
8. Parents must arrive at the bus stop 10 minutes before the bus is scheduled to arrive. If you do not pick up your child on time you will be assessed a \$25.00 late pick-up fee. If the problem continues will loose your bus privileges for the remainder of the school year.

If you have concerns or questions about the buses please contact Mr. Ben Welman. Mr. Welman is coordinating transportation this year for our campus. He is the first ISL staff member to contact about student discipline issues on the bus. He can be reached at [bwelman@isl-edu.org](mailto:bwelman@isl-edu.org). Cinthia Alvarez, our office assistant, also helps with transportation by coordinating information between the bus company and ISL, as well as making sure that teachers have access to updated bus lists and bus tags to identify which students go on which buses. Cinthia can be reached at [calvarez@isl-edu.org](mailto:calvarez@isl-edu.org) or at 504-934-4875. If she can answer your question she will. If she can not she will direct you either to Mr. Welman, Prime AF, or me. As always, I am happy to answer questions or listen to concerns. I have learned a lot about transportation over the last month. I think one of the great things about being in this job is that there is always something new to master.

Best,

Laura Adelman-Cannon  
Principal- Jefferson Parish Campus



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