Elizabethtown Area School District
Transportation Department

NON PUBLIC SCHOOLS TRANSPORTATION GUIDELINES

Enrollment and student information is expected to come directly from the non-public school. EASD relies on the information given by the school of attendance.

In May, non-public schools will be sent the following materials in preparation for the following school year with the expectation of receiving returned documents by July 15:

- Non-public Data Collection including letter, transportation planning form, and blank roster sheet
- EASD Calendar
- EASD Non-Public School Bus Transportation Request Form
- Alternate Transportation Request Form

Transportation will not be guaranteed if materials are not submitted by July 15.
"Alternate Transportation Requests" will be maintained by Elizabethtown.
Custody documentation needs to be on file with EASD if EASD is transporting.
IEP information needs to be on file with EASD if special accommodations are requested from EASD.

Non-public families are required to submit a "Non-Public Transportation Request Form" to confirm the need for Elizabethtown Area transportation. EASD will compare the information on submission with the documents supplied by the non-public school.

EASD provides busing according to the non-public school calendar.

Weather relayed days:
Weather closings: When EASD closes for weather, no bus operates (even if non-public school is open).

Weather early dismissals: When EASD dismisses early for weather, EASD will also pick up non-public school students early. The EASD will call or email non-public schools with the time of dismissal for Elizabethtown Area-resident students. If non-public schools dismiss early for weather, EASD will send a bus early for students.

Weather delays: Non-public schools follow EASD schedule for delays. (If EASD is on time but non-public school has a 2-hour delay, EASD bus runs on the schedule of the non-public school. If EASD has a 2-hour delay but non-public school is on time, EASD runs 2 hours late).

Alternate Transportation Request Forms:
Transportation will only be provided to and from the legally designated residence of the student. Alternate arrangements for consistent, weekly daycare/custody will be reviewed upon completion of an "Alternate Transportation Request Form" that can be obtained from the EASD website. **Requests are required yearly.**

Any questions regarding your bus stop assignment, please contact Durham School Services at 717-361-0024 or Elizabethtown's transportation department at 717-367-1521 ext. 10010.

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SCHOOL NAME

2022-2023 STUDENT DATA

STUDENT Name (Last, First, Middle)	GRADE	DATE OF BIRTH	GENDER (M=male F=female)	ADDRESS	HOME PHONE #	PARENT/ GUARDIAN NAMES

ELIZABETHTOWN AREA SCHOOL DISTRICT
DISTRICT OFFICE

Non-Public School Information Sheet

School Year: 2022-2023

School Name: _____

School Address: _____

School Telephone: _____

School Fax: _____

Grades Serviced: _____

Start Time: _____ **End Time:** _____

Earliest Drop Off Time: _____ **Latest Pick Up Time:** _____

Principal's Name: _____

Transportation Contact Name: _____

Contact Telephone: _____

Contact Cell Phone: _____

Contact Email: _____

* Full day kindergarten students are transported both ways. AM Kindergarten transported in the morning only, PM Kindergarten transported in the afternoon only.

Return to:

John Miller
EASD Transportation
Fax: 717.367.1920
transportation@etownschools.org

ELIZABETHTOWN AREA SCHOOL DISTRICT
2022-2023 Calendar-at-a-Glance

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students - 7 / Teachers - 12

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students - 19 / Teachers - 20

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Students - 19 / Teachers - 20

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Students - 17 / Teachers - 19

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Students - 16 / Teachers - 17

GRADES K-5 TRIMESTERS
Aug. 23 – Nov. 18 (58 days)
Nov. 21 – Feb. 28 (58 days)
Mar. 1 – May 31 (60 days)

GRADES 6-12 MARKING PERIODS
Aug. 23 – Oct. 28 (44 days)
Oct. 31 – Jan. 12 (43 days)
Jan. 17 – Mar. 24 (45 days)
Mar. 27 – May 31 (44 days)

PARENT CONFERENCES
Aug. 23*-24*.....K only
Oct. 6-7.....Grades 6-12
Dec. 8-9.....Grades K-5
Mar. 9-10.....Grades K-12

FIRST AND LAST DAY OF SCHOOL

Aug. 23 .....First Day of School for Grades 1-12
Aug. 25 .....First Day of School for K
May 31 .....Last Day of School for Grades K-12

NO SCHOOL *(Holidays & Vacations)*

Sept. 2 .....September Recess
Sept. 5 .....September Recess
Oct. 10 .....October Recess
Nov. 24-25 .....Fall Recess
Nov. 28 .....Fall Recess
Dec. 26-30 .....Winter Recess
Jan. 16 .....January Recess
Feb. 20 .....February Recess
Apr. 7 .....Spring Recess
Apr. 10 .....Spring Recess
May 29 .....May Recess

NO SCHOOL *(Professional Development)*

Aug. 8-11 .....Teacher Induction
Aug. 16-19 .....K-12 Staff Development
Aug. 22 .....K-12 Staff Development
Sept. 21*.....K-12 Staff Development
Oct. 7*....6-12 Conferences | K-5 Staff Development
Nov. 2* .....K-12 Staff Development
Nov. 23 .....K-12 Staff Development
Dec. 9*...K-5 Conferences | 6-12 Staff Development
Jan. 13 .....K-12 Staff Development
Mar. 10*.....K-12 Conferences
Apr. 6 .....K-12 Staff Development

All K-12 Staff Development Days will run 8 a.m. – 4 p.m.

NO SCHOOL *(Extreme Weather Makeup Days)*

Feb. 17 .....Extreme Weather Makeup Day
Mar. 13 .....Extreme Weather Makeup Day

If additional extreme weather makeup days are needed, they would begin on Thursday, June 1, 2023.

EARLY DISMISSAL *(Students Only)*

Aug. 23-26 .....K-12 Staff Development
Oct. 6 ....6-12 Conferences | K-5 Staff Development
Dec. 8 ...K-5 Conferences | 6-12 Staff Development
Dec. 23 .....K-12 Staff Development
Feb. 16 .....K-12 Staff Development
Mar. 9 .....K-12 Conferences
May 5 .....K-12 Staff Development
May 31 .....K-12 Staff Development

PSSA & KEYSTONE TESTING WINDOWS

Jan. 4-18 .....Keystone Exams - EAHS only
Apr. 24-28 .....PSSA - ELA - Grades 3-8
May 1-12 .....PSSA – Math - Grades 3-8
May 1-12 .....PSSA - Science - Grades 4 & 8
May 15-26 .....Keystone Exams – EAMS & EAHS

APPROVED: January 25, 2022

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Students - 20 / Teachers - 21

FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Students - 18 / Teachers - 18

MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Students - 21 / Teachers - 22

APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Students - 17 / Teachers - 18

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Students - 22 / Teachers - 22

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Students - 0 / Teachers - 0

TOTAL DAYS
Students - 176
Teachers - 189
Weather Makeup - 2
*Act 80 Days – 4 (6 for K)

Act 80 Days are used for conference time and curriculum planning and development.

ELIZABETHTOWN AREA SCHOOL DISTRICT

Non-Public School Transportation Request Form

Non-Public School Name: _____ School Year 2022-2023

Parent or Guardian's Full Name: _____

Telephone: _____ Email Address: _____

Student's Street Address: _____

_____ Zip _____

Full Name of Student	Grade	Birthdate

Regular Busing Schedule – AM / PM

There is no need to submit a request if transportation is NOT needed.

We are requesting Elizabethtown Area School District busing for AM regular busing. _____

We are requesting Elizabethtown Area School District busing for PM regular busing. _____

I understand:

This information will be confirmed and verified with the non-public school student roster provided by the non-public school to ensure enrollment. Transportation will be provided according to the non-public school calendar. No mid-day transportation will be provided. When a non-public school dismisses early, Elizabethtown Area School District will provide an early dismissal bus.

A separate "Alternate Transportation Request Form" needs to be submitted for approval when transportation other than "home" is desired. This request must be for consistent daycare or custody purposes only.

In order to be implemented for the first day of school, this form must be received by the Elizabethtown Area School District Transportation Coordinator prior to July 31.

Weather early dismissals: When Elizabethtown Area School District dismisses early for weather, EASD will also pick up nonpublic school students early. The Elizabethtown Area School District Transportation Coordinator will call or email nonpublic schools with the time of dismissal for Elizabethtown Area-resident students. If nonpublic schools dismiss early for weather, Elizabethtown Area School District will send a bus early for students. Weather closings: When Elizabethtown Area S.D. closes for weather, no bus operates (even if nonpublic school is open). Weather delays: Nonpublic schools follow EASD schedule for delays (if EASD is on time but nonpublic school is 2-hour delay, EASD bus runs on the schedule of the nonpublic school. If EASD has a 2-hour delay but nonpublic school is on time, EASD runs 2-hours late). Closings and delays can be monitored on WGAL-TV.

_____

Signature of Parent or Guardian Date

Please return this form to: Elizabethtown Area School District Office Email: transportation@etownschools.org

John Miller, Transportation
600 E. High Street Fax: 717-367-1920
Elizabethtown, PA 17022

ATTENTION: Between Aug. 1 and Sept. 5, the transportation department needs to prioritize route planning, bus stop letters for families, driver training, and students without a bus schedule. During this time period, requests for alternative care, dual custody and non-public transportation will be held. Those submitted during this timeframe will be worked on in the order they are received beginning September 6. Thank you in advance for your cooperation.

Elizabethtown Area School District

ALTERNATE CARE Transportation Request 2022-2023

Students may only use the assigned AM and PM stops. Different locations may not be used on different days (including early dismissals or late starts). A student cannot be assigned to two AM or two PM stops. By requesting an Alternate Care bus stop, you are relinquishing your child's "home" bus stop assignment.

1. This form is to be used if alternate busing is needed on a long term basis (entire year or rest of year). **It must be resubmitted each year.**
2. **Requests must be for five days a week Monday-Friday.**
3. This form can be used to request an AM alternate stop only, PM alternate stop only, or both AM and PM alternate stop.
4. The request will only be approved if there is sufficient room on the bus. **Approval must be confirmed before the student can ride.**
5. Sufficient time is needed for driver notification and implementation.
6. **The requested stop must be an existing stop <u>in your child's school's attendance zone</u>.**
7. If you are in a dual custody situation, both parents must sign this form.

Student _____

School_____ **Requested Start Date**_____

Parent 1 Name_____ **Signature**_____

Home Address_____ **City**_____

Email_____ **Phone**_____

Parent 2 Name_____ **Signature**_____

Home Address_____ **City**_____

Email_____ **Phone**_____

Alternate Address AM_____

_____

Responsible Individual_____ **Phone** _____

at alternate address **Phone 2**_____

Alternate Address PM_____

_____

Responsible Individual_____ **Phone** _____

at alternate address **Phone 2**_____

RETURN TO: **EASD TRANSPORTATION**
600 E. HIGH STREET
ELIZABETHTOWN, PA 17022

FAX: 717.367.1920
EMAIL: transportation@etownschools.org

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Elizabethtown Area School District

DUAL CUSTODY Transportation Request

1. This form is to be used to request transportation to both parents' homes. Both addresses must be within EASD boundaries.
2. Both parent signatures are required.
3. Approval must be confirmed before the student can ride.
4. Sufficient time is needed for driver notification and implementation.
5. Any changes must be resubmitted to the transportation office on this form.

Student 1 Name_____

School_____ Requested Start Date_____

Student 2 Name_____

School_____ Requested Start Date_____

Student 3 Name_____

School_____ Requested Start Date_____

Parent 1 Name _____Signature_____

Home Address_____City_____

Email_____ Phone_____

Parent 2 Name _____Signature_____

Home Address_____City_____

Email_____ Phone_____

Please describe how the Parent 1 and Parent 2 designation is delineated on the attached calendar (if the day of week varies or it is every other week, by color, by symbol) and describe rotation below:

_____

_____

_____

_____

_____

_____

RETURN TO:

EASD TRANSPORTATION
600 E. HIGH STREET
ELIZABETHTOWN, PA 17022
FAX: 717.367.1920
EMAIL: transportation@etownschools.org

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