



# HOLMDEL TOWNSHIP SCHOOL DISTRICT

"A COMMITMENT TO EXCELLENCE"

Office of Transportation  
24 Crawfords Corner Road  
Holmdel, NJ 07733  
tel: 732-946-1847  
fax: 732-946-0171

Office of the Director of Special Services  
36 Crawfords Corner Road  
Holmdel, NJ 07733  
tel: 732-946-1186  
fax: 732-332-1082

March 2009

Re: Transportation Protocols

*Note: This letter supersedes all other letters on this same subject.*

Dear Parents/Guardians:

This letter addresses transportation protocols for all students who are transported to and from out-of-district schools (private, vocational, special education and non-public) during times when Holmdel Public School District is:

1. closed,
2. on an early dismissal schedule,
3. has a delayed opening of schools; and/or
4. has to close due to an emergency or inclement weather conditions.

In the event that the Holmdel Township Board of Education closes schools for emergency weather conditions, **all** transportation will be cancelled. We will not provide transportation during these times for any school, in or out of district. Notification will be made to all parents using the auto dialer system. You may opt to transport your child directly to and from the vocational school when our high school is closed. At your discretion, your child may be provided with an excused absence from the vocational school should you prefer that he/she not attend school that day.

In cases where a high school student **attends a vocational school and that school is closed**, he/she will be provided with a supervised schedule in the high school library for the prescribed block of time he/she would have been out-of-district.

Anticipated early dismissal schedules will be provided to parents of students attending district schools by the respective building administrators. **For those students attending fulltime out-of-district schools, we will abide by the specific school's schedule, regardless of Holmdel schools' schedule.**

**Unanticipated early dismissals** (e.g. emergency weather closings) will require a greater degree of cooperation on all parties' parts. Parents of out-of-district students will be notified of the need for an early dismissal from the student's school and district staff.

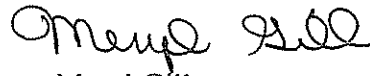
Should there be a break in communication and we are unable to reach the parent or students are not met by their parents at the designated stop, those students will be brought back to the age-appropriate public school to be supervised by district staff, and remain there until they are able to be safely/legally released. It is for this reason that we ask you to provide us with an updated list of emergency contact numbers on the form below.

Your cooperation in this matter is greatly appreciated. All concerns can be directed to: Meryl Gill, Director, Special Services 732-946-1186, ext. 2465, Cynthia Kuperman, Assistant to the Director of Plant, Operations and Maintenance, 732-946-1847 ext 3435 or Eric Swensen, Director of Student Counseling Services.

Very truly yours,



Cynthia Kuperman  
Assistant to the Director of Plant,  
Operations and Maintenance



Meryl Gill  
Director of Special Services

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**PLEASE RETURN THIS FORM TO THE HOLMDEL PUBLIC SCHOOL DISTRICT'S OFFICE OF TRANSPORTATION, 24 CRAWFORDS CORNER ROAD, HOLMDEL, NJ 07733**

I have read the transportation procedures on the attached letter and understand the implication that it has for my child/children.

Student's Name: \_\_\_\_\_

**EMERGENCY CONTACT UPDATE:**

Name: \_\_\_\_\_  
(if other than Parent/Guardian)

Home # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Work # \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_