

## Interoffice Communication

DATE: May 20, 2019

TO: Middle School Principals  
Middle School Assistant Principals

FROM: Herb Jensen, Director of Transportation  
Sula Bearden, Transportation Coordinator  
Kittisack Soumpholphakdy, Transportation Activity Specialist

SUBJECT: **LAGOON DAY – THURSDAY, MAY 30, 2019**

We are looking forward to helping you provide an exciting, successful, and safe experience for your students this year. Following the same procedure as last year, as each bus is loaded and an adult chaperone is on board (at least one chaperone is required on each bus), please let it depart for Lagoon. Your assistance with this process last year helped alleviate some of the waiting on the bus and congestion at the ticket gates.

Please remind your teachers and staff that only 9<sup>th</sup> grade students from your school and adult chaperones may ride the bus. In accordance with District Policy AA416, children of chaperones are not allowed to ride the bus.

This year, the rides close at 4:00 p.m. and the park closes at 5:00 p.m. Several of our buses will be completing their take home routes and navigating possible traffic on the way back to Lagoon, so please be patient. Buses should arrive around 5:00 p.m. For the safety of everyone, please have your designated chaperones report to their assigned school bus loading area no later than **4:45 p.m.** for a short procedural meeting with Transportation staff. Students and chaperones may begin loading at **5:00 p.m.** All buses will depart by **5:15 p.m.** As mentioned above, buses will not depart until an adult chaperone is on board.

Lagoon has provided a map and instructions to each of our middle schools, which are intended to be used by your staff traveling to and from Lagoon. These resources will help maintain a safe environment for all students on this special day. Please feel free to make copies of the map and instructions for your staff to use that day.

Thank you for your cooperation.

Feel free to contact Sula Bearden at 801-567-8851 or Kitt Soumpholphakdy at 801-567-8809 with any questions you may have.