

Kellie and Kevin Melancon, et al. v. Jefferson Parish School Board, et al.
Court Ordered Letter to Parents of Special Needs Students

**NOTICE TO PARENTS OF SPECIAL EDUCATION STUDENTS
USING SCHOOL TRANSPORTATION**

Federal and State law requires that transportation be provided to all special education students. Due to shortage of drivers and buses, on occasion when the bus assigned to your child cannot run, or another driver or bus cannot be located, the Jefferson Parish Public School System must offer another way for you to get your children to school. The following two ways are available.

- If you would prefer to bring your child to school, you can be reimbursed for your mileage at the I.R.S. recognized mileage rate. You can call the Transportation Department of the Jefferson Parish School Board at 349-7600 to learn the current rate being paid.

In order to receive this reimbursement for your mileage, you must send a letter to Lynn Alello, Transportation Department, Jefferson Parish School System, 4600 River Road, Marrero, Louisiana 70072 giving your address and the amount of mileage you are seeking to be paid for, the date you drove your child, your child's school bus number and the school your child attends;

All requests for reimbursement must be made within thirty (30) days of the date that you drove your child;

This is the system's preferred alternative, because someone familiar to the child and his or her needs rides with him or her and it is less likely to result in the child arriving late to school as could happen under the other alternative given below.

- The School Board will contact a cab service to provide transportation for your child when a bus cannot be found.

If your driver informs you that he/she will not be available to transport your child from home or school, you can call the Transportation Department of the Jefferson Parish School Board. If your child attends a school on the Eastbank call 349-7782 or 349-7720. If your child attends a school on the Westbank call 349-8536 or 349-7780. A cab will be provided for you at no cost to you;

If an attendant is needed for your child, the attendant will ride in the cab with your child;

If the bus cannot run because no attendant is available, you will be allowed to ride with your child, in the morning, and will be picked up by the cab, driven to school with your child and returned home. In the evening, you will be picked up at home and brought to the school and then driven home with your child.

If you have problems with the transportation of your child please notify the staff at your child's school of the problem. If not satisfied with the response or the result, you may speak to the assistant principal, if there is one, or the principal. If he or she is unable to resolve the matter, please contact the Transportation Department. Additional information and assistance may be obtained via the handbook for special education students.