



McLouth Unified Schools
McLouth Secondary ◦ District No. 342

Vicki S. Enyart, 2022 – 2023 Building Principal 6th – 12th
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660.734.3209 - Cell Phone

Date: December 5, 2022
To: McLouth High School (Washburn Institute of Technology) Students and Parents
From: Vicki Enyart, MHS Principal
Re: Clarification and Information Regarding Student Driving to Washburn Tech

Dear MHS Student and Parent(s),

The purpose of this letter is to clarify the rule and expectations regarding provided USD transportation for all students enrolled in programs at Washburn Institute of Technology. The rule is listed on page 17 of the 2022 -2023 Bulldog Handbook. USD 342 will provide transportation for enrolled Washburn Tech students to attend their respective program schedules throughout the school year. Students are expected and required to ride the USD 342 provided transportation **to** and **from** Washburn Tech.

The USD 342 transportation vehicle will be in the Gold Parking Lot (South Lot) by 6:40 a.m. every morning. We ask that all Washburn Tech students be at school prior to that time so the bus/van can be fully loaded and on the road by 6:45 a.m. Not all program courses are held on the Washburn Tech campus, which means some students will have to transfer to another Washburn Tech provided van to get to their program. It is appreciated that every enrolled student respect the time needs of their peers.

Should, for whatever reason, the USD 342 transportation vehicle is not present by 6:40 a.m., (illness, mechanical trouble, etc...), Washburn Tech students are to contact Ms. Enyart immediately at (660) 734-3209 (Cell Phone) and remain in their vehicles. Ms. Enyart is in the high school office every morning by 5:45 a.m. and will immediately contact the bus barn and get other arrangements made. If necessary, Ms. Enyart will get the back-up van and we will be on our way. Ms. Enyart will also contact Washburn Tech and make sure they are aware of our transportation issue and students will not be docked any time or hours. Keep in mind there will be days when USD 342 is not having classes or school, but if Washburn Tech is scheduled, USD 342 will be providing and expecting the use of our transportation. There will also be upcoming dates, that Washburn Tech will not be having classes, but McLouth High School is in session. On those occasions, enrolled Washburn Tech students need to be at MHS by 11:45 p.m.

Is it possible for one student to drive him/herself to Washburn Tech from time to time? Yes, but the procedure and process for doing so is now very clear cut and must be followed. It is understood that from time to time, in various programs, students may have to stay longer for “clinical” or “use their personal vehicle for training purposes,” such as auto mechanics. It is also possible that a student might have to take a large piece of equipment with them that cannot fit in the van or on the bus. It is understood that family life happens and there could very well be times the student has to return early, or be picked up by their parent. In such circumstances, the student/parent must pick up a “Student self-only transportation” request form from the MHS office and return it at least two days prior to the requested travel date. A copy of the form is attached.

I hope this letter, information, and form helps clarify the USD 342 policy regarding students transporting themselves or other students to Washburn Tech. The goal is simply to protect everyone involved. Should you have any questions, please feel free to contact me. Thank you for your cooperation and following of the policy.

Sincerely,

Vicki S. Enyart, MHS Principal