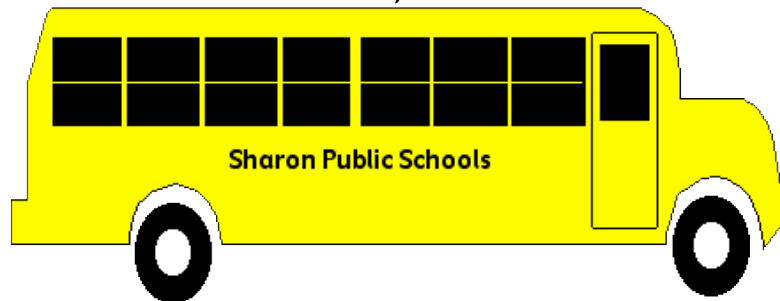


Sharon Public Schools
Administration Office
1 School Street
Sharon, Ma. 02067

NON PROFIT ORGANIZATION
U.S. POSTAGE PAID
PERMIT NO. 3
SHARON, MA. 02067

POSTAL PATRON
SHARON, MA 02067



IMPORTANT BUS INFORMATION AND APPLICATION

**PARENTS WHO PLAN TO HAVE THEIR
CHILD RIDE THE BUS AT ALL
MUST RETURN THIS FORM by May 14, 2010**

The number of buses needed will be determined and
the decision to offer PAY TO RIDE will be made at that time based on signup.

***There may not be room for students who sign up late for free or
paid to ride transportation.***

***Included this year is a One-Way Transportation request Form.
The Sharon Public Schools is considering our ability to offer one-way
transportation at half price. If 2 students can be matched up to share one
seat on the same bus, (ie. one student needs a.m. only and one student
needs p.m. only) then this ability exists.***

**Ride Free: Only students in GRADES K-6 WHO LIVE 2 MILES OR MORE FROM
THEIR ASSIGNED SCHOOL receive free bus transportation.**

**Pay to Ride: If there is insufficient enrollment on any route to support the cost of
the bus, parents will be notified that the bus is canceled and all funds will be
returned.**

- If pay-to-ride buses are in operation, those students eligible for the free or reduced lunch program may ride free.

***Sign up NOW. There will be no late enrollments.**

**Sharon Public Schools
 BUS APPLICATION 2010-2011
 – CAREFULLY NOTE DEADLINES –**

**If your child will ride a bus AT ALL in the upcoming school year,
 you must sign up by May 14, 2010.**

RIDE FREE students must also sign up by the deadline

We need accurate counts to make decisions.

PAY-TO-RIDE transportation is offered at full seat cost only if a sufficient number of families sign up for the service. Without sufficient signup, the bus transportation fleet will be reduced. Shortly after the May 14, 2010 deadline, the number of buses will be put under contract and the PAY-TO-RIDE option may be canceled if there is insufficient enrollment. **IF PAY-TO-RIDE BUSES ARE CANCELED DUE TO INSUFFICIENT ENROLLMENT, REFUNDS WILL BE ISSUED.**

There are no other refunds for deposits.

A wait list may be established for late enrollees. These students will NOT be eligible to ride on the first day of school. No additional buses and no new stops will be added for students paying late.

BUS TAGS are required to ride: Students who ride will be issued a bus tag on the first day of school.

If space exists on existing bus routes, a wait list may be established and children allowed to ride beginning October 1, 2010. The only exceptions granted may be for residents who move to Town after the established deadlines or who move out of town prior to the start of the school year.

PAYMENT DATES Total Due by May 14, 2010 by June 11, 2010

➤ Each student **\$500** \$200 (non refundable) **\$300** balance due

Please make checks payable to: Sharon Public Schools and mail (with this form) to:
 Supervisor of Transportation, Sharon Public Schools, 1 School Street, Sharon, MA 02067

Parent/Guardian's Name: _____

Address of children who will be transported: _____

Home Telephone # _____ Work Telephone # _____

Grades K-6 must * PAY TO RIDE if home is closer than 2 miles to school

Student's Name: _____ School _____ Grade _____

Student's Name: _____ School _____ Grade _____

Student's Name: _____ School _____ Grade _____

*Children live closer than 2 mile (K-6) Children live 2 miles or farther (K-6) * Children qualify for free/reduced (K-6)*
 ___ (#PAY TO RIDE) ___ (#RIDE FREE) ___ (#RIDE FREE)

Grades 7-12 must pay to ride unless eligible for free/reduced lunch based on state income guidelines

Student's Name: _____ School _____ Grade _____

Student's Name: _____ School _____ Grade _____

Student's Name: _____ School _____ Grade _____

*All Children grades (7-12) *Children qualify for free/reduced (7-12)*
 ___ (#PAY TO RIDE) ___ (#RIDE FREE)

• If Pay to ride buses are offered on the route applicable, children on FREE or REDUCED lunch may ride.

Children _____ X \$200 = TOTAL DEPOSIT DUE by May 14, 2010: \$ _____

Late Payments cannot be accepted due to early decisions regarding bus counts and routing.

***Free/Reduced applications must be filed each school year.**

SPECIAL One-way Transportation Request

--Attach to regular enrollment form--

Please fill out one request for each child needing a one-way seat

If a morning-only (AM) rider on the same bus can be paired with an afternoon-only rider (PM) on the same bus, we may be able to offer you a reduced cost that allows your child to ride ONE WAY for half price or \$250. This will depend upon your response on this form.

I am interested in one-way transportation:

Parent/Guardian: _____ Telephone: _____
Student Name: _____ School (next year): _____
Address: _____ Grade next year: _____

I am requesting AM transport only at \$250

I am requesting PM transport only at \$250

If one-way transportation is not possible, please be sure to check one of the following:

PROCESS MY APPLICATION as a full transportation request for \$500.

CANCEL MY REQUEST and return my deposit.

SPECIAL One-way Transportation Request

--Attach to regular enrollment form--

Please fill out one request for each child needing a one-way seat

If a morning-only (AM) rider on the same bus can be paired with an afternoon-only rider (PM) on the same bus, we may be able to offer you a reduced cost that allows your child to ride ONE WAY for half price or \$250. This will depend upon your response on this form.

I am interested in one-way transportation:

Parent/Guardian: _____ Telephone: _____
Student Name: _____ School (next year): _____
Address: _____ Grade next year: _____

I am requesting AM transport only at \$250

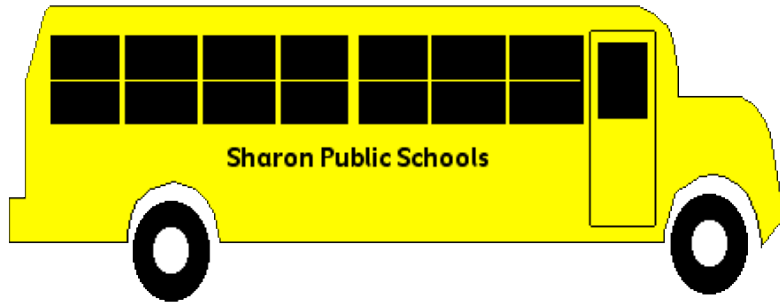
I am requesting PM transport only at \$250

If one-way transportation is not possible, please be sure to check one of the following:

PROCESS MY APPLICATION as a full transportation request for \$500.

CANCEL MY REQUEST and return my deposit.

\$300 FINAL BALANCE
PAYMENT SUBMITTAL FORM
BALANCE DUE JUNE 11, 2010
PLEASE INCLUDE THIS FORM WITH BUS PAYMENT



Student Name: _____ **School:** _____

Student Name: _____ **School:** _____

Student Name: _____ **School:** _____

Student Name: _____ **School:** _____

Student Name: _____ **School:** _____

Student Address: _____

CHILDREN X _____ \$ _____ AMOUNT ENCLOSED

Please make check payable to: Sharon Public Schools

Mail to:

Supervisor of Transportation

Sharon Public Schools

1 School Street

Sharon, MA 02067

*******PLEASE BE SURE TO SEND IN BALANCE BY JUNE 11, 2010**

ALTERNATE BUS STOP REQUEST

**2010-2011 SCHOOL YEAR
ONLY FILL OUT THIS PAGE IF AN ALTERNATIVE STOP IS NEEDED**

Pupils eligible for transportation, either at parental or Town expense may designate one alternate bus stop other than the one closest to their residence only if:

- (1) THE STOP IS ON A ROUTE SCHEDULED FOR THEIR CHILD'S SCHOOL DISTRICT.
- (2) SPACE IS AVAILABLE ON THE BUS.
- (3) ONLY **ONE** ALTERNATIVE STOP IS ALLOWED
- (4) REQUEST MUST BE RECEIVED BY May 14, 2010

Parent's Name: _____

Address: _____

Home Tele. #: _____ Work Tele. #: _____

Pick Up:

Please indicate which days the student will be picked up at the alternative stop.

Student's Name: _____ School: _____ Grade: __

PICK-UP ADDRESS _____

M__ T__ W__ TH__ F__

Student's Name: _____ School: _____ Grade: __

PICK-UP ADDRESS _____

M__ T__ W__ TH__ F__

Drop Off:

Please **DROP** THE student listed below at the bus stop closest to the address listed beneath their name(s). Please indicate which days the student will be dropped at the alternative stop.

Student's Name: _____ School: _____ Grade: __

DROP-OFF ADDRESS _____

M__ T__ W__ TH__ F__

Student's Name: _____ School: _____ Grade: __

DROP-OFF ADDRESS _____

M__ T__ W__ TH__ F__

Return to the Supervisor of Transportation
Sharon Public Schools
One School Street
Sharon, MA 02067

QUESTIONS AND ANSWERS RE: 2010-2011 STUDENT TRANSPORTATION SYSTEM

1. WHO IS ELIGIBLE TO RIDE AT TOWN EXPENSE?
All students, grades K-6 who live two (2) miles or more from the school they attend are eligible to ride at no charge. If a PAY TO RIDE route exists near their home, all students on free and reduced lunch are eligible to ride at no charge.
2. WHO IS ELIGIBLE FOR THE PAY BUS SYSTEM?
ALL STUDENTS in GRADES 7-12 are eligible to pay to ride the bus. THOSE IN K-6 WHO LIVE WITHIN TWO MILES OF THEIR ASSIGNED SCHOOL and who want transportation may pay to ride on the Sharon Schools transportation system. The cost of that transportation is based on actual seat costs as listed. If pay-to-ride buses are canceled due to insufficient enrollment by signup deadlines, fees will be returned.
3. HOW DO I KNOW IF MY HOME IS LESS THAN TWO MILES FROM THE SCHOOL MY CHILD ATTENDS?
There is a list of street addresses posted at the Schools, Town Hall, Police Station, Fire Station, Library, and the School Administration Building. Parents /Guardians must go to one of these places for this information.
4. HOW IS THE TWO-MILE DETERMINATION MADE?
In accordance with state law, the distance is measured using the distance portal to portal over a commonly traveled [walking] route. Measure from the sidewalk or public way in front of or nearest to the pupil's home, to the public way in front of the school the pupil is attending.
5. WHAT DO I DO IF I DISAGREE WITH THE SCHOOL DEPARTMENT'S MILEAGE MEASUREMENT?
You may contact the Supervisor of Transportation, 784-1570 X 9011 or by calling 781-784-1545 directly.
6. WHERE WILL MY CHILD BE PICKED UP?
The bus routes will be similar to the current ones. Children will have to walk to a common stop. While the law requires the school district to furnish transportation for some students, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day. An adult must meet kindergarten students who do not have a sibling on the bus.
7. CAN I HAVE MY CHILD PICKED UP OR DROPPED OFF AT OTHER THAN THEIR HOME BUS STOP?
You may designate a regular bus stop other than the one closest to your home if:
 - (1) The stop is on a route scheduled for your child's school;
 - (2) space is available on the bus;
 - (3) only one alternate stop per child is allowed.

8. CAN MY CHILD, ON OCCASION, RIDE HOME WITH A FRIEND WHO TAKES ANOTHER BUS?

Permission can only be granted if seating is available. Starting the first week in October and ending the last Thursday in May, students will be permitted to ride on other than their regularly assigned bus, a maximum of three (3) times per month. Permission to ride will only be granted from Monday through Thursday, after written parental request and approval of the Principal. Bus changes are not allowed on early release days or when buses are filled to capacity.

The forms to request this permission are available at each school and a copy is attached to this packet. Twenty-four (24) hour notice is required.

Students who do not have bus tags (i.e. they are not free or paid riders) may use this option to ride the bus based on space available, but must pay a \$5 per trip fee that is collected by the building office and sent to the Transportation office of the Sharon Public Schools. This privilege may be used a maximum of three (3) times per month

9. WHAT IF I ONLY NEED THE BUS ONE WAY OR ONLY 2 OR 3 DAYS PER WEEK?

The cost for all students is the same. The amount of time you use the bus does not matter because bus costs cannot be prorated according to a varied daily usage.

10. IS THERE ANY PROVISION FOR A FEE WAIVER?

The criteria for a Transportation Fee Waiver are the same as for the Free and Reduced Price School Lunch. Families who believe they are eligible should contact the Information Services Dept., Dianne Dolan (784-1570 X9010) for a Free or Reduced lunch application. Eligibility guidelines and the application are also available on the Dept of Education website at <http://www.doe.mass.edu/cnp/programs/nslp.html>

11. HOW SHOULD I WRITE MY CHECK?

Checks should be made payable to: SHARON PUBLIC SCHOOLS.

12. WHERE DO I SEND MY CHECK AND FORMS?

Responses should be made to

The Supervisor of Transportation
Sharon Public Schools,
1 School Street,
Sharon, MA 02067.

**SCHOOL DEPARTMENT
SHARON, MA 02067**

REVISED

2008-2010 SCHOOL BUS RULES AND REGULATIONS

STUDENT TRANSPORTATION MANAGEMENT

The School Committee shall provide transportation service for eligible students based on efficiency, adequacy and economy.

WALKERS AND RIDERS

Transportation at town expense shall be furnished to **all pupils in grades K-6** who live two miles or more from the school they attend. If PAY-TO-RIDE BUSES ARE RUNNING on their route, those who participate in the free and reduced lunch program are eligible to ride free. Additionally, transportation shall be provided at town expense via Special Education vans for children whose Individualized Educational Plan (IEP) requires such transportation or whose physical condition makes such transportation necessary as stated in an (IEP).

The two-mile measurement shall be made from the sidewalk or public way in front of or nearest to the pupil's home to the public way in front of the school the pupil is attending. The measurement shall be made using the shortest (walking) route.

Transportation at parent's expense shall be available to all pupils who live less than two miles from the school they attend.

All students being transported, either at town or parent expense, shall be required to display identification such as bus tags provided by the School Department in order to be eligible to board the bus.

SCHEDULING AND ROUTING

Common bus stops shall be established for purposes of economy and efficiency. Stops may be changed as conditions warrant. Each student on the bus must have a seat. Standing is not allowed, except in case of emergency as designated by the Superintendent of Schools.

Parents of pupils eligible for transportation, either at parental or town expense, may designate a regular bus stop other than the one closest to their residence if (1) the stop is on a route scheduled for their child's school and (2) space is available on the bus. Only **one** stop other than a student's home may be requested.

All efforts will be made to schedule bus routes so that no child is riding for more than one hour.

BUS CONDUCT

While the law requires the School District to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus and only at that time - does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the School Committee shall require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct him/herself properly on a bus, the bus driver or the supervisor of transportation shall bring such instances to the attention of the building principal. The building principal shall inform the parents immediately of the misconduct and request their cooperation in monitoring the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

SCHOOL BUS RULES AND REGULATIONS

Introductory Statement

The courts have held that the right of a student to transportation is a qualified right, one that is dependent upon good behavior. In cases where students seriously or continuously break the rules, parents will be notified in writing that a recurrence of the misbehavior will result in the suspension of the student's right to school-provided bus transportation. Any infraction of the School Bus Rules and Regulations that is reported to the school authorities will be investigated before any disciplinary action is taken, and if there is a basis for the report, the student will be given notice of the charges against him or her. If he or she denies the charges, an explanation of the evidence the School Department has and an opportunity to present his or her side of the story will be afforded the student.

RULES OF BEHAVIOR (Students)

Loading and Unloading at Bus Stop:

1. Riders must be on time. Bus drivers will not stop or wait for students. Students should arrive 5 minutes before scheduled pick up time.
2. Riders will enter or leave at regular stops only.
3. Orderly behavior and respect for personal property will be required.
4. The riders when entering or leaving the bus must follow instructions and directions of the driver. If a student must cross the road after getting off the bus, he/she must walk along the side of the road to the right front side of the bus until he/she can see the bus driver, stop and wait for the bus driver to signal to cross the road, and walk and look for traffic both ways. If he/she sees a vehicle that has not stopped, he/she should go back to the bus immediately. If all vehicles have stopped, he/she should cross the road quickly.
5. Pupils may not stand in any roadway while waiting for a bus. Students may not push or shove while awaiting the bus nor while on a bus. Approach the school bus only when it has come to a complete stop. Do not cross the road to board the bus until the driver signals to do so.
6. While walking to and from the bus loading area, students, where practicable, must walk on the left side facing traffic.

RULES OF BEHAVIOR (Students)

While riding on the bus:

1. Students are to sit in their seats and remain in them until time of discharge.
2. Students are not to climb over seats.
3. Students are not to open or close windows.
4. Students are to keep their entire bodies including arms, legs and heads inside of the school bus.
5. Students are not to throw anything in the school bus or out of the windows.
6. Students are not to push, shove, strike nor verbally abuse other students.
7. Students are to keep the interior of the school bus neat and clean. Books and personal belongings must be kept out of aisles.
8. Students are to report on time and in good order to their assigned bus-loading stop.
9. Verbal disrespect or any other form of abuse, directed at the school bus driver will not be tolerated.
10. Students should not have conversations with the driver, shout, whistle or make any loud noises.
11. There will be NO SMOKING, NO USE OF DRUGS, NO DRINKING OF ALCOHOLIC BEVERAGES, NO USE OF PROFANITY, and NO POSSESSION OF WEAPONS OR AMMUNITION OF ANY KIND on the school bus.
12. Students are to use emergency exits only in cases of emergency or when directed to do so by the school bus driver.
13. No pets or animals other than a muzzled seeing-eye dog may be transported on a school bus.
14. Students will be permitted to ride on other than their regularly assigned bus. Permission to ride, if seating is available, will only be granted from Monday through Thursday, with parental knowledge, and approval of the principal. Priority will be given to students with regularly assigned seats (that is, those students with bus tickets which guarantee a seat on a specific bus). Students who live less than two miles from their assigned school, and have not paid for school bus transportation, will be eligible to ride upon payment of the fee if seating is available.

When students do not abide by the School Bus Rules and Regulations, or take any action that diverts the school bus driver's attention from the task of operating the school bus in a safe manner, the school authorities will take the following steps:

FIRST OFFENSE

The building principal or his/her designee will attempt to notify the parent by telephone and will inform the parent of the incident in writing. If the offense warrants suspension of school bus privileges as determined by the building principal or his/her designee, the student will not be allowed to ride on the school bus for a period of time up to a maximum of five school days. The building principal or his/her designee will determine the number of school days that the student will not be allowed to ride on the school bus.

This written notification to the parent will include a statement that a second offense will result in the student not being allowed to ride on the school bus for a period of time up to a maximum of ten school days.

SECOND OFFENSE

The building principal or his/her designee will attempt to notify the parent by telephone and will inform the parent of the incident in writing. The student will not be allowed to ride on the school bus for a period of time up to a maximum of ten school days. The building principal or his/her designee will determine the number of school days that the student will not be allowed to ride on the school bus.

This written notification to the parent will include a statement that a third offense may result in a recommendation to the Sharon School Committee that the student not be allowed to ride on the school bus for the remainder of the school year.

THIRD OFFENSE

The building principal or his/her designee will attempt to notify the parent by telephone and will inform the parent of the incident in writing. The student will not be allowed to ride on the school bus for a period of time up to a maximum of ten school days. The building principal or his/her designee will determine the number of school days that the student will not be allowed to ride on the school bus.

If a recommendation is to be made to the Sharon School Committee that the student not be allowed to ride on the school bus for the remainder of the school year, the building principal or his/her designee will attempt to notify the parent by telephone and will inform the parent of the recommendation by certified mail. A timely hearing will be held by the School Committee to determine the conditions under which the offending student will be provided with the privilege of school bus transportation. The student will not be allowed to ride on the school bus until the date of the hearing with the School Committee, provided such date is within ten school days.

FOURTH OFFENSE

A recommendation will be made to the Sharon School Committee that the student not is allowed to ride on the school bus for the remainder of the school year; the building principal or his/her designee will attempt to notify the parent by telephone and will inform the parent of the recommendation by certified mail. A timely hearing will be held by the School Committee to determine the conditions under which the offending student will be provided with the privilege of school bus transportation. The student will not be allowed to ride on the school bus until the date of the hearing with the School Committee, provided such date is within ten school days.

ADDITIONAL CONDITIONS

1. Should any infraction of the School Bus Rules and Regulations place any student in serious danger of injury, or in any way impede the school bus driver from the safe operation of the school bus, the incident will be treated in the same manner as a Fourth Offense by the building principal or his/her designee.
2. Specific infractions of the School Bus Rules and Regulations may result also in school disciplinary action. The building principal or his/her designee will determine if the infraction violates school rules and will result in school disciplinary action.
3. If an infraction of the School Bus Rules and Regulations results in damage to the school bus, restitution will be obtained from the parent by the school bus company.

RULES OF BEHAVIOR (Bus Drivers)

1. No school bus driver shall operate a school bus at a rate of speed in excess of the posted speed limits or in violation of the statutes of the Commonwealth of Massachusetts.
2. There will be NO SMOKING, NO USE OF DRUGS, NO DRINKING OF ALCOHOLIC BEVERAGES, NO USE OF PROFANITY, and NO POSSESSION OF WEAPONS or AMMUNITION OF ANY KIND by the school bus driver while transporting students.

3. School bus drivers will not leave a school bus unsupervised while students are on the school bus, except in an emergency.
4. Students are not allowed to leave a school bus, except at regularly designated school bus stops, without the specific written permission from the parent and approval by the building principal or his/her designee.
5. Each school bus driver shall be responsible for the maintenance of discipline on the school bus and will report to the appropriate school authorities any incident of improper student conduct. The building principal or his/her designee will investigate any incident that is reported and appropriate action will be taken. A school bus driver has no authority to put a student off the school bus nor deny the student transportation for disciplinary reasons. This action is reserved for the school authorities. Nothing herein shall prevent a school bus driver from reprimanding a student for behavior that might cause injury to the student or others or in any way impedes the school bus driver from the safe operation of the school bus.
6. School bus drivers are to load and discharge students only at the regularly designated school bus stops.
7. No school bus driver is to push another school bus or allow the school bus for which the school bus driver is responsible to be pushed by another school bus while students are in either vehicle.
8. School bus drivers are to communicate to the contractor's base stations via their two-way radio any school bus accident, injury to a student or significant event, which may result in the bus running late in excess of twenty minutes. The bus contractor will immediately relay the information to the appropriate school. The School Department Central Administration Office shall also be notified immediately regarding all mishaps that result in the police or other assistance being called to assist the bus, passengers on the bus, or the driver.

Procedure in Case of Weather Related Emergencies

In the event of a weather-related emergency, the Superintendent of Schools will:

1. Declare a weather-related emergency on cable TV (channel 22) and via local channels and Connect-Ed phone/email messaging system whenever possible
2. Identify and publicize special common bus pick-ups and drop-offs along main thoroughfares.
3. May declare a time delay for the opening of the school day.

All walkers will be allowed to use bus transportation only during a declared weather-related emergency.