



Acton-Boxborough Regional School District
Superintendent's Office
16 Charter Road
Acton, MA 01720
978-264-4700 www.abschools.org

Glenn A. Brand, Ed.D.
Superintendent of Schools

July 28, 2015

Dear Members of the ABRSD Community,

The purpose of this communication is to follow-up on the email sent to families on June 29th regarding changes to the Acton-Boxborough Regional School District's (ABRSD) elementary bus passing procedures which will go into effect at the beginning of the 2015-16 school year. Attached to this email are two documents: i) the revised procedures for elementary bus passing and; ii) the application for a permanent OR one day bus pass form for elementary students.

As previously indicated, the administration identified a number of areas of concern related to the bus passing of our students. These concerns led to changes in our operations associated with bus passing which will impact services at the *elementary level only*.

In consideration of these changes I bring to your attention the following:

For Permanent Bus Passes:

- There is a deadline of August 1st to submit permanent bus pass changes that will take affect for the start of the school year, or December 1 to take effect in January.
- Permanent bus passes should be submitted if your child goes to any location other than their home location on a consistent weekly basis.
- There is some information requested on the form that you might not know yet (i.e. teacher's name and room number). The transportation office does not need this information by August 1st and it is acceptable to leave those fields blank.
- The Transportation Department will communicate with you if we have any questions pertaining to the form that you have submitted during the month of August.

For One-Day Bus Passes:

- Parents will need to submit one-day changes to their respective school offices by 2:00 p.m. the day *before* the change is to occur.
- One-day bus passes will only be issued to students in order to provide transportation to the student's residence, a licensed childcare provider or to a pre-scheduled bus stop location on the bus route. One day bus passes will not be issued as substitutions to permanent bus passes to provide transportation to private businesses.

Our Mission is to prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.

- According to School Committee policy, the age of students eligible to participate in one day bus passing is first grade and higher. Next year (starting in September 2016), that age will change to second grade and higher for one day bus passing. This is in the policy, not the procedures.

For Both Permanent & One-Day Bus Passes:

- Bus routes will now only be altered twice throughout the year (August and December) to accommodate requests.
- In order for a student to acquire a bus pass his/her parent/guardian will have to sign a liability release form that will be made available to families in August through PowerSchool.

Submitting a Bus Pass:

The bus pass form can be found at <http://www.abschools.org/departments/facilities-transportation/bus-passes> and is also attached. Completed forms may be submitted by:

- i) Emailing the form to permbuspass@abschools.org
- ii) Delivering the form to the transportation office located at 16 Charter Road in Acton (behind the R.J. Grey Junior High School)

If you have any further questions please contact the transportation office at 978.264.3328.

Thank you for your support and understanding as we work to implement these new procedures.

Yours in education,

Glenn A. Brand, Ed. D.
Superintendent of Schools

J.D. Head
Director of Facilities and Transportation

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