



# MEQUON - THIENSVILLE SCHOOL DISTRICT

## City of Mequon and Village of Thiensville

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Demond A. Means, Ed.D., Superintendent  
Eric J. Dimmitt, Director of Curriculum, Instruction & Assessment  
Hughes B. George, Director of Pupil Services  
Gail M. Grieger, Director of Business Services

Dear Parent or Guardian:

This letter is being sent to provide information prior to the start of the 2010-2011 school year regarding the policies governing the pupil transportation program of the Mequon-Thiensville School District.

**ELIGIBILITY** - The district transports resident students to public and non-public schools, to and from the school of attendance, as determined by the district. In lieu of providing transportation, the district may also provide reimbursement to parents who transport their resident children to non-public schools located within five (5) miles of district boundaries. The rate of reimbursement is determined annually according to a statutory formula.

**ROUTES** - The bus company prepares bus routes each year in consultation with the district administration, based on school starting and ending times, and student population densities. These routes are approved by the school board and may not be changed except by action of the school board or its designee, the district Director of Business Services.

**WALKING DISTANCE** - Kindergarten children will not be expected to walk any further than one-quarter mile. Students in grades 1-8 are expected to walk one-quarter mile, and students in grades 9-12 may be expected to walk one-half mile. The Director of Business Services is given discretion in determining if these distances are appropriate, and may specify shorter or longer distances in certain cases.

Buses **will not** be routed into dead-end streets, cul-de-sacs, or courtyards, subject to the above distance unless the Director of Business Services determines that a hazardous walking condition exists and a safe and adequate turnaround area is provided for the bus.

**ALTERNATE PICK-UP AND/OR DROP-OFF POINT**- Students may be picked up and dropped off at a point other than the designated bus stop if the alternate location is within the student's school attendance area. Parents are required to submit written requests for this service using the *Alternative Transportation Request Form* provided on the back of this letter. Forms must be received by the Director of Business Services by **June 1**. Requests will be granted on a space available basis and only for one year at a time.

Parents who want their child to ride to school on one route and home on another must request such service each year using the *Alternative Transportation Request Form* by **June 1**. This request can be granted only if space is available on the second route.

**DAY CARE TRANSPORTATION**- A student who attends a day care facility may be picked up and/or dropped off at a day care facility located in the district provided that the facility is within the student's school attendance area. A list of community day care facilities served by the bus routes of each elementary school is on the back of this letter. Requests for service under this provision must be made in writing, annually, prior to **June 1** using the *Alternative Transportation Request Form*. All requests for service under this provision are subject to the approval of the Director of Business Services.

Decisions on special requests will be transmitted to parents after routes are established (**after August 15**).

We ask for your understanding and cooperation as we make every effort to provide a safe, efficient, cost effective transportation program.

Sincerely,

Gail M. Grieger, Director of Business Services

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REV: 04/2010