



# MEQUON - THIENSVILLE SCHOOL DISTRICT

## City of Mequon and Village of Thiensville

5000 West Mequon Road  
Mequon, Wisconsin 53092  
Phone (262) 238-8500  
Fax (262) 238-8520

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 2011-2012 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

ye

REV: 05/2011

**MEQUON-THIENSVILLE SCHOOL DISTRICT**  
**ALTERNATIVE TRANSPORTATION REQUEST FORM – 2011-12**

Bus transportation to and from home/school is automatically provided children of Mequon-Thiensville residents. Alternative transportation (to or from daycare/babysitter) *must be requested via this form annually.*

Student(s) Name (Please Print) \_\_\_\_\_ School \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Home & Work Phone #'s \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

**Alternative Transportation:**

**Community Daycare Facilities Served by the Bus Routes of Each Elementary School**

DONGES BAY	ORIOLE LANE	WILSON
Dezigned 4 Kidz JCC Gan Ami Kids Klub KinderCare Mequon Pre-School Mequon Jewish Pre-School Range Line Pre-School & Childcare Sonlight Child Development Center	Dezigned 4 Kidz Heart of the Village JCC Gan Ami Kids Klub KinderCare Ozaukee Day Care Mequon Pre-School Mequon Jewish Pre-School Range Line Pre-School & Childcare Sonlight Child Development Center	Children's Edu-Care Heart of the Village JCC Gan Ami Kids Klub Ebenezer Child Care Mequon Pre-School Mequon Jewish Pre-School Nana's Little Ones Daycare Range Line Pre-School & Childcare

Pickup: \_\_\_\_\_ Dropoff: \_\_\_\_\_  
 Daycare or Alternative Address Daycare or Alternative Address

**Additional Comments or Instructions:**

Please circle days alternative arrangements are needed:

**M                    T                    W                    Th                    F**

Date requested change is to begin: \* \_\_\_\_\_ Bus # (for school) \_\_\_\_\_

\*A minimum of **three (3)** days notice from the date request is received in the **District Office** is required before the alternate service can begin.

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_  
 \_\_\_\_\_  
 Gail M. Grieger, Director of Business Services

Complete and forward this request for special transportation to:  
 YVONNE EYNON, Mequon-Thiensville School District  
 5000 W. Mequon Road, Mequon, WI 53092 • FAX: (262) 238-8520  
*For questions on route #s or times, please call  
 Alltran Services Corp. at (262) 242-4900*

**RETURN FORM TO DISTRICT OFFICE** Date Received: \_\_\_\_\_