

THE NEEDHAM METCO

Transportation Handbook

Grades K-12

2019-2020 School Year



TABLE OF CONTENTS

- I. NEEDHAM METCO PROGRAM BUS CONDUCT RULES
 - II. BUS CONDUCT REPORTING PROCEDURES
 - A. BUS CONDUCT REPORT TEMPLATE
 - B. BUS CONDUCT LETTER TEMPLATE
 - C. STEPS TO REPORTING INCIDENTS (NON-BULLYING)
 - D. STEPS TO REPORTING INCIDENTS (BULLYING)
 - E. REPORTING STAFF MISCONDUCT
 - III. POLICIES, PROCEDURES, & COMMUNICATION PROTOCOLS
 - IV. NEEDHAM PUBLIC SCHOOLS 2019-2020 SCHOOL CALENDAR
 - V. NEEDHAM METCO PROGRAM BUS CONDUCT TERMS & POLICIES
- AGREEMENT TERMS**

**Please sign the agreement on the last page(18) and return to The
Needham METCO Office: 609 Webster St. Needham MA 02492 ASAP**

Needham METCO Program Bus Conduct Rules

Dear Parents/Guardians:

We are pleased to offer school bus privileges at no cost for the school year. Please be aware that the school bus is an extension of the school itself, and rules regarding behavior are the same as in the school. School bus safety is a primary concern of the METCO Department and the Needham Public Schools. We reserve the right to take whatever action is necessary to maintain a high level of safety.

The right of a student to have school bus transportation is a qualified right, dependent on safe and appropriate behavior.

Arriving to, boarding, and departing the bus:

1. Only Needham METCO students and staff shall board the bus. In the case where a student in the METCO program requests a Needham resident friend to visit their home, a written request from each student's parent/guardian must be completed in advance. Approval for such request will be made by the METCO Transportation Coordinator & METCO staff member
2. Students shall stand on the sidewalk or another designated place while waiting for the school bus. They shall respect other people's property, respect the right of others to pass on the sidewalk, and display manners that indicate consideration and safety for others.
3. Students shall never approach a school bus until it has completely stopped and the door is opened. When boarding the bus, they should proceed in an orderly manner, single file. Younger students should get on and off the bus first.
4. When crossing the street after getting off of the bus, cross only in front of the bus when the blinking lights are on and the stop sign is extended. Pass at least 10 feet in front of the bus and look for traffic in both directions before crossing the street. Never run beside a bus, chase after a bus, or pick up anything that has fallen near the wheels of a bus.
5. In keeping with district policy under no circumstance are Bus Monitors allowed to cross students across the street
6. ***All Elementary** students are to be dropped off and picked up by a parent, guardian. The only exceptions are for PM drop-offs when students are members of a Community Center, attending METCO HQ academic programming, Boys & Girls Clubs or a child-specific after school program arrangement.

Bus Passes:

1. All eligible students will be issued a Bus Pass, which should be shown to the bus driver each day upon entering the bus. The pass entitles students a school bus ride to/from school. Purchasing a “luggage tag” to encase the pass and attach to your student's book bag is recommended and allows for both safekeeping and visibility of the bus pass at all times.
2. A student who allows another student to use his/her bus pass or sells his/her pass is subject to having their bus pass privileges revoked.

Items Allowed Or Not Allowed On The Bus:

1. Students in the Needham METCO Program will be allowed to use electronic devices on the METCO busses with headphones during the bus ride to and from Needham. Neither the Needham Public Schools nor the Needham METCO program takes responsibility for any loss or damage of electronic devices. Use of these devices is solely for the purpose of giving the student something constructive to do during their commute and having the option of quietly entertaining themselves. Listening to music, audiobooks or playing electronic games with headphones, are all acceptable. Making/accepting phone calls on the bus are prohibited. Text communication is allowed.
2. Students in the Needham METCO Program will be allowed to bring instruments and athletic equipment on the bus if they have no other way to transport their belongings to/from school.
3. Students should not bring large art projects, animals (for school-related activities), large instruments (e.g., cello), or any other large objects that would need to take up the seat of another student. Under no circumstances should firearms, explosives, or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments, and small athletic equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.
4. There is no smoking, eating, or drinking on the school bus.
5. Students in possession of illegal contraband, including alcohol, drugs, or weapons are subject to suspension and/or expulsion from school.

General Bus Behavior:

- The bus monitor and/or bus driver have full authority as well as responsibility for control of the conduct of students while they are on the bus. Students should not distract the

operator from driving. The bus drivers and bus monitors should be treated with courtesy and respect at all times.

- There shall be no pushing or hitting/striking, of another student. Students are not allowed to use profanity or abusive language. Students who witness the destruction of property have a responsibility to report such misbehavior to the driver and/or school authorities.
- Students shall not open the windows without permission; throw anything out of the window; nor put their hands, arms, or any parts of their body out of the window at any time. The rear exit emergency door should only be opened in case of an emergency or directed by the bus driver.
- Vandalism, destruction, or defacing of the property will not be tolerated.
- Bullying of any type is unacceptable and is in direct violation of state and town laws, and will be responded to accordingly.
- Inappropriate loud noise and behavior will not be tolerated
- Inappropriate hand gestures are not allowed

The district will investigate all reports, including the nature of the allegations and the age of the students involved. The school will notify the parent/guardian of both the target and the aggressor. If the METCO Director has a reasonable basis to believe that the incident may involve criminal conduct, the METCO director or designee will notify the local law enforcement agency.

Confidentiality:

Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees, the teacher or the Principal. If the student reveals information regarding his or her well-being that is of concern to you, you should report this to the student's teacher or the Principal the day you hear it.

You may not share information about a student even with others who are genuinely interested in the student's welfare, such as social workers, scout leaders, clergy, or nurses/physicians (a grave medical emergency, in which confidential information may be necessary for a student's care, is the only exception). Thus, you must refer all such questions to the school employees so authorized and indicated to you, typically the student's teacher or principal.

Parents, friends, or community members may in good faith ask you questions about a student (about his progress, his school experience or his classroom, for instance). You must refer all such questions to the authorized school employees. You may not share information about a student with members of your own family or with the student's family.

All students riding the bus at any time during the year are expected to abide by these expectations. By signing the agreement on page 17 (last page) you fully recognize your or your child's responsibility as a member of the METCO community and as a participant accepting the privileges of bus transportation to and from school

BUS CONDUCT REPORTING PROCEDURES:

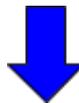
Step #1

3 Warning Rule Guidelines
Have Been Followed



Step #2

The Bus Conduct Report Is
Filed & Turned In To
Transportation Coordinator



Step #3

The Bus Conduct Report is processed & the bus conduct letter is emailed to parents, the METCO Director & your child's school admins. The last step is for hard copies to be mailed home.

BUS CONDUCT REPORT TEMPLATE

Form #175

NATIONAL SCHOOL FORMS

TO REORDER CALL: 1-800-431-1201

BUS CONDUCT REPORT NEEDHAM PUBLIC SCHOOLS	STUDENT'S NAME _____		CLASS-GRADE _____
	DATE OF INCIDENT _____	<input type="checkbox"/> 1ST NOTICE <input type="checkbox"/> 2ND NOTICE <input type="checkbox"/> 3RD NOTICE	
	BUS NO. _____	TRIP NO. _____	DRIVER'S NAME _____
NOTICE TO PARENTS			
1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.			
DRIVER'S REPORT:			
<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES <input type="checkbox"/> HARASSMENT-BULLYING <input type="checkbox"/> EATING-DRINKING-LITTERING <input type="checkbox"/> DESTRUCTION OF PROPERTY-VANDALISM <input type="checkbox"/> EXCESSIVE MISCHIEF <input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING <input type="checkbox"/> FIGHTING-PUSHING-TRIPPING <input type="checkbox"/> SMOKING <input type="checkbox"/> UNACCEPTABLE LANGUAGE <input type="checkbox"/> _____ _____ _____			
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:	
<input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONED PARENT <input type="checkbox"/> _____ _____ _____		<input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> REFERRED TO: _____ <input type="checkbox"/> _____ _____ _____	

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY - WHITE OFFICE COPY - BLUE TRANSPORTATION COPY - PINK DRIVER'S COPY - YELLOW

METCO Bus Conduct Letter Template

Needham Public Schools

METCO Department
Joanne Allen-Willoughby
609 Webster Street * Needham, MA 02492
617-640-4640* 781-455-0417 (fax)
joanne_allen-willoughby@needham.k12.ma.us

Date:

Dear _____ ,

Enclosed please find a copy of a recent bus conduct form that your child

_____ was issued on _____ for a violation of the METCO bus rules.

A copy will also be sent to Sheila Hamwey and your child's school's administrators.

A student's bus privileges may be suspended or revoked if the behavior violation occurs on a school bus or while waiting to board, boarding, or exiting the school bus. Such discipline shall be handled in the following manner:

First: A verbal or written warning shall be issued from the student's METCO Director /METCO Staff member or designee to the student and parent/guardian that a violation has occurred, stating the violation. Student and parent/guardian are informed that the school bus privilege may be suspended if any further violation occurs.

Second: A verbal or written warning will be issued to the child and parent/guardian. In addition, a follow-up conference may be required with the METCO Director /METCO Staff member /designee before the child is allowed back on the bus. Parent/guardian and student are informed that the school bus privileges may be suspended if any further violation occurs.

Third: METCO Director /METCO Staff member or designee notifies the student and parent/guardian in writing that the student may lose AM/PM bus privilege for up to 5 days. Parent/guardian and child may be required to have a conference with Principal/METCO Director /METCO Staff member or designee before the child is allowed back on the bus.

- a. In the case of no suspension, a second violation may result in a parent, student, and METCO Director /METCO Staff member or designee conference. In the event that a conference is required, it must happen within 4 school days or the

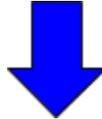
student will not be allowed on the bus until the meeting is completed.

- b. In the case of a suspension from the bus a parent, student, METCO Director /METCO Staff member designee conference needs to be held prior to the student returning on the bus. Upon any return to the bus from a suspension the student will have a probationary period prior to returning to regular access to the bus.
- c. The duration of a probationary period and privileges will be determined by the school METCO Director /METCO Staff member or designee.

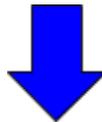
Fourth (+): METCO Director /METCO Staff member or designee notifies the student and parent/guardian in writing that student may lose AM/PM bus privileges for 5 days or more. Parent/guardian and child are required to have a conference with Principal/METCO Director /METCO Staff member or designee prior to the child riding the bus. For 5th and subsequent violations, school bus privileges may be suspended for a longer, defined period of time as determined by the Principal/METCO Director /METCO Staff member or designee, by written notice to the parent/guardian.

**STEPS FOR STUDENTS OR PARENTS TO REPORT INCIDENTS THAT
DON'T INVOLVE SUSPECTED BULLYING ON THE METCO BUS:**

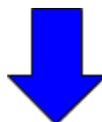
STEP # 1
INCIDENT IS REPORTED
WITH A MONITOR OR
METCO STAFF MEMBER



STEP #2
METCO BUS INCIDENT IS FILED
& REPORTER RECEIVES AN
EMAIL CONFIRMATION
REPORT THE HAS BEEN FILED



STEP # 3
A METCO BUS INCIDENT
INVESTIGATION WILL BE OPENED
WHEN APPROPRIATE

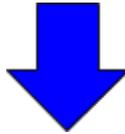


STEP #4
WHEN THE INVESTIGATION
THE NECESSARY PARTIES ARE
NOTIFIED OF THE RESULTS AND
APPROPRIATE ACTION STEPS

**STEPS FOR STUDENTS OR PARENTS TO REPORT
INCIDENTS OF SUSPECTED **BULLYING ON** THE METCO BUS:**

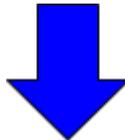
STEP #1

ALLEGED BULLYING INCIDENT
OCCURS
ON THE METCO BUS
CYBER, VERBAL, PHYSICAL,
SOCIAL



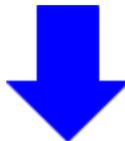
STEP #2

THE REPORT MADE/GIVEN TO
A STAFF MEMBER



STEP #3

METCO DIRECTOR IS NOTIFIED OF THE
REPORT OF ALLEGED BULLYING
INCIDENT AND WILL COMPLETE THE
BULLYING INCIDENT REPORT WITH THE
PARTY ALLEGING THE BULLYING



STEP #4

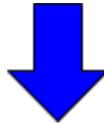
METCO DIRECTOR COMPLETES A
BULLYING INVESTIGATION AND THE
NECESSARY PARTIES ARE NOTIFIED OF
THE RESULTS AND APPROPRIATE ACTION
STEPS AS THE NPS GUIDELINES

**REPORTING THE PROCESS FOR ALLEGED INCIDENTS
OF STAFF MISCONDUCT ON THE METCO BUS:**

STEP #1
INCIDENT IS REPORTED
TO METCO DIRECTOR



STEP #2
METCO BUS INCIDENT IS FILED
& REPORTER RECEIVES AN
EMAIL CONFIRMATION REPORT
THE HAS BEEN FILED



STEP # 3
A METCO BUS INCIDENT
INVESTIGATION WILL BE
OPENED



STEP #4
WHEN THE INVESTIGATION
IS COMPLETE THE NECESSARY
PARTIES ARE NOTIFIED OF THE
RESULTS AND APPROPRIATE
ACTION STEPS

POLICIES, PROCEDURES, & COMMUNICATION PROTOCOLS

Needham METCO Bus Monitor Requirements

There are no state laws or Needham Public Schools regulations that require and general education school bus to have a second adult or bus monitor in addition to the bus driver. The Needham Public Schools METCO Program always strives to have a bus monitor present for each and every ride. However, due to unforeseen circumstances, there will be times in which a monitor may not be available for every commute. In these instances, it is still our expectation that all of our elementary METCO students will comport themselves appropriately and abide by the METCO bus rules and expectations.

Policy and Consequences on Parents Impeding or Boarding the Bus

Parents entering the bus is strictly prohibited violating this rule will result in an automatic suspension of your child's bus privileges.

Parents impeding the progress of the motion of the bus (by using your vehicle or your personage in any way is **strictly prohibited**. If this rule is violated the result will be a loss of your child's bus privileges.

Policy on Police Intervention

If the level of behavior on a bus far exceeds the realm of safety for the bus to continue on the route, both the drivers and monitors have the discretion to pull the bus over and contact the appropriate police department (for the jurisdiction that the bus is currently located in) if need be in order to assist the transportation staff in restoring the decorum of the bus in order for the route to be completed.

If the police have to be dispatched to the bus, parents will be notified in writing of this occurrence.

Public Disturbance between Families At A Designated Bus Stop Location

In the event of a conflict between parents at a bus stop that causes a public disturbance, please be advised that the police may be called to the scene by transportation staff.

Depending on the investigation and outcome of the situation the end result may be the loss of bus privileges for one or more of the families involved in the disturbance.

Portable Electronic Devices Protocol & Disciplinary Procedures:



*** Please be aware that not all of the content of every game or application may be suitable for all ages. We would ask that you review with your children the material on their devices to make sure that it is appropriate for them and their peers. We would also encourage you to use parental controls on your child's device to ensure the materials they are viewing are age appropriate***

If your child is found to be violating the appropriate behavioral expectations of age-appropriate content on their device, or engaging with another student that is in violation of his/her device your child will lose the privilege of utilizing portable electronic devices while on the METCO Bus (suspension of technology use will depend on the severity of the content's violation).

Resources for Parental Controls on Electronic Devices

Articles with links:

<http://www.techaddiction.ca/monitor-internet-activity.html>

<https://www.parents.com/parenting/better-parenting/advice/a-guide-to-parental-controls-by-device/>

<https://www.google.com/amp/s/tech-vise.com/best-apps-and-devices-to-monitor-your-kids-online-activity/amp/>

<https://www.imom.com/parental-controls-for-kids-electronics/>

Videos on how to enable parental controls:

<https://m.youtube.com/watch?v=0agSm9AmuGg>

https://m.youtube.com/watch?v=7dJGvKT_JiA

<https://m.youtube.com/watch?v=FUidyilco7I>

<https://m.youtube.com/watch?v=8Nf8GTIV4so>

Parent Communication Protocol

Elementary Parent Communication Protocol

All transportation changes (stops, switching busses for the day, car pickups, or if your child is not taking the bus due to an activity) should be **emailed to METCO Administrative Assistant, Ms. Kayla Burroughs: kayla_burroughs@needham.k12.ma.us prior to 2:00 pm.**

Please continue to feel free to contact the METCO Office at any time during the school day with any concerns that you may have regarding any aspect of your child's Needham METCO educational experience.

In the event of a lost or missing item on the bus or the last minute switch in your pick up designee that occurs after 3:30 pm, please direct your communication to your bus monitor.

Middle School / High School Parent Communication Protocol

If you have a transportation emergency prior to the start of the school day or after 3:30 pm, please contact Dr. Allen-Willoughby directly. Please feel free to continue to contact the METCO Office at any time during the school day with any transportation questions you may have including locating missing items.

METCO HQ DROP OFF POLICY **(Outside of scheduled events or tutoring)**

Students should be picked up at their assigned bus stop or an alternative stop along our route.

If a student has to be brought to the METCO HQ office at the conclusion of the route for a failure to pick up you will receive a warning letter regarding this infraction.

The second time this infraction occurs within a month your child will lose bus privileges for a minimum of one day.

In addition, if a parent has a visible pattern of failure to pick up (that coincides with early release days or the third Friday of each month) your bus privileges will be under review for suspension.

Needham Public Schools
School Calendar

2019-2020														
August/September (19)					February (15)					AUGUST 2019				
M	T	W	Th	F	M	T	W	Th	F	8/28	All Staff Meeting/Professional Development			
26	27	28	29	30						8/29	Professional Development			
2	3	4	5	6	3	4	5	6	7	SEPTEMBER 2019				
9	10	11	12	13	10	11	12	13	14	9/2	Labor Day - No School			
16	17	18	19	20	17	18	19	20	21	9/3	First Day of School			
23	24	25	26	27	24	25	26	27	28	9/4	Kindergarten begins/Preschool Orientation			
30				19					15	9/5	First Day of Preschool			
October (21)					March (22)					OCTOBER 2019				
M	T	W	Th	F	M	T	W	Th	F	9/25	Pre-K-8 Early Release			
	1	2	3	4	2	3	4	5	6	9/30	Rosh Hashanah - No School			
7	8	9	10	11	9	10	11	12	13	10/9	Yom Kippur			
14	15	16	17	18	16	17	18	19	20	10/14	Columbus Day - No School			
21	22	23	24	25	23	24	25	26	27	10/23	PreK-12 Early Release			
28	29	30	31		30	31			22	NOVEMBER 2019				
November (17)					April (16)					NOVEMBER 2019				
M	T	W	Th	F	M	T	W	Th	F	11/6	Pre-K-8 Early Release			
				1			1	2	3	11/11	Veterans' Day - No School			
4	5	6	7	8	6	7	8	9	10	11/27	No School- Professional Development			
11	12	13	14	15	13	14	15	16	17	11/28-29	Thanksgiving Recess			
18	19	20	21	22	20	21	22	23	24	DECEMBER 2019				
25	26	27	28	29	27	28	29	30		12/11	PreK-12 Early Release			
				17					16	12/23-1/1	Winter Recess			
December (15)					May (20)					JANUARY 2020				
M	T	W	Th	F	M	T	W	Th	F	1/2	Classes Resume			
2	3	4	5	6					1	1/15	PreK-8 Early Release			
9	10	11	12	13	4	5	6	7	8	1/20	Martin Luther King Jr. - No School			
16	17	18	19	20	11	12	13	14	15	1/29	PreK-12 Early Release			
23	24	25	26	27	18	19	20	21	22	FEBRUARY 2020				
30	31			15	25	26	27	28	29	2/12	PreK-12 Early Release			
January (21)					June (14)					FEBRUARY 2020				
M	T	W	Th	F	M	T	W	Th	F	2/17-21	February Recess			
		1	2	3			3	4	5	MARCH 2020				
6	7	8	9	10	8	9	10	11	12	3/4	PreK-8 Early Release			
13	14	15	16	17	15	16	17	18	19	3/18	PreK-12 Early Release			
20	21	22	23	24	22	23	24	25	26	APRIL 2020				
27	28	29	30	31	29	30				4/1	PreK-8 Early Release			
				21						4/10	Good Friday - No School			
February (15)					March (22)					APRIL 2020				
M	T	W	Th	F	M	T	W	Th	F	4/20-4/24	April Recess			
										MAY 2020				
3	4	5	6	7	3	4	5	6	7	5/6	PreK-12 Early Release			
10	11	12	13	14	10	11	12	13	14	5/20	PreK-8 Early Release			
17	18	19	20	21	17	18	19	20	21	5/25	Memorial Day - No School			
24	25	26	27	28	24	25	26	27	28	JUNE 2020				
31				19	31					6/3	PreK-8 Early Release			
March (22)					April (16)					JUNE 2020				
M	T	W	Th	F	M	T	W	Th	F	6/7	GRADUATION: SUNDAY, JUNE 7, 2020			
										6/18	Last day if no snow days-ER			
2	3	4	5	6	2	3	4	5	6	6/25	Last day 5 snow days-ER			
9	10	11	12	13	9	10	11	12	13	Approved by School Committee October 2, 2018				
16	17	18	19	20	16	17	18	19	20					
23	24	25	26	27	23	24	25	26	27					
30				19	30				15					
April (16)					May (20)					July (31)				
M	T	W	Th	F	M	T	W	Th	F					
				1					1					
4	5	6	7	8	4	5	6	7	8					
11	12	13	14	15	11	12	13	14	15					
18	19	20	21	22	18	19	20	21	22					
25	26	27	28	29	25	26	27	28	29					
				17					20					
May (20)					June (14)					August (31)				
M	T	W	Th	F	M	T	W	Th	F					
				1					1					
4	5	6	7	8	4	5	6	7	8					
11	12	13	14	15	11	12	13	14	15					
18	19	20	21	22	18	19	20	21	22					
25	26	27	28	29	25	26	27	28	29					
				15					20					
June (14)					July (31)					September (30)				
M	T	W	Th	F	M	T	W	Th	F					
				1					1					
6	7	8	9	10	6	7	8	9	10					
13	14	15	16	17	13	14	15	16	17					
20	21	22	23	24	20	21	22	23	24					
27	28	29	30	31	27	28	29	30	31					
				21					22					

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #cccccc;">Holiday/Recess</td> </tr> <tr> <td style="background-color: #e0e0e0;">Pre-K-8 Early Release (ER)</td> </tr> <tr> <td style="background-color: #ffff00;">Pre-K-12 Early Release</td> </tr> <tr> <td style="border: 2px solid red;">Professional Dev. Day</td> </tr> </table>	Holiday/Recess	Pre-K-8 Early Release (ER)	Pre-K-12 Early Release	Professional Dev. Day	<p>NOTE: Classes at the high school (grades 9-12) begin at 8:35 on Friday</p>
Holiday/Recess					
Pre-K-8 Early Release (ER)					
Pre-K-12 Early Release					
Professional Dev. Day					

Needham METCO Program Bus Conduct Terms & Policies Agreement 2019-2020



I, (parent) _____ (Student) _____, have read and understand the Needham METCO bus conduct terms & policies regarding the behavior of both parents and students while being transported by the bus. We agree and abide by them. We understand that violations of these conduct rules may result in temporary suspension of bus privileges. Depending on the frequency and/or severity of the infractions, bus privileges may be suspended for the balance of the school year.

Please sign and date below to acknowledge that you have read, received, and agree to the above listed Needham METCO Bus Conduct Terms & Policies. Once signed, please return to the form to the Needham METCO Department.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

All students riding the bus at any time during the year are expected to abide by these expectations. By signing this agreement you fully recognize your or your child's responsibility as a member of the METCO community and as a participant accepting the privileges of bus transportation to and from school.