

# WESTPORT COMMUNITY SCHOOLS

June 27, 2022

THOMAS F. AUBIN  
Superintendent  
508-636-1140

KERRI MCKINNON  
Interim Assistant  
Superintendent  
508-636-1140 x4203

MICHELLE RAPOZA  
Business Manager,  
Student Services &  
Transportation  
508-636-1140 x4020

ELAINE SANTOS  
Special Education  
& Pupil Personnel  
508-636-1140 x4011

DARREN ELWELL  
Director of Curriculum  
508-636-1140 x4005

KRISTIN MCDANIEL  
Human Resources  
508-636-1140 x4030

ANTHONY TOMAH  
Technology Director  
508-636-1140 x4050

MICHAEL DUARTE  
District Maintenance  
508-636-1140 x4041

KIM OUELLETTE  
District Custodians &  
Facilities Usage  
508-636-1140 x4042

JENNIFER CHAVES  
Extended Day  
Director  
508-636-1140 x4425

17 Main Road • Westport,  
MA 02790-4202  
wcsdist@westportschools.org

Dear Parent/Guardians of 7<sup>th</sup> through 12<sup>th</sup> grade students:

Westport community Schools offer bus transportation to all students who are residents of the school district and live more than 1.5 miles from the school. Cost for transporting students in grades K-6 are paid entirely by funds from the annual school budget. Students grades 7<sup>th</sup> through 12<sup>th</sup> must purchase bus passes, which entitle them to transportation to and from school for the entire school year.

The cost for students in grades 7<sup>th</sup> through 12<sup>th</sup> for a bus pass for the 2022-2023 school year is \$200 per with a family cap of \$400. Westport Community Schools will only offer the FREE transportation waiver if the student(s) qualify for the free or reduced lunch program. Additional information about school bus transportation is enclosed. Please read the information carefully.

**Bristol Agricultural High School Students bus pass for 2022-2023 school year is \$100. per student.**

The school district must know whether or not your student plans to use bus transportation. **You must return the enclosed Transportation Form by Friday, August 5, 2022.**

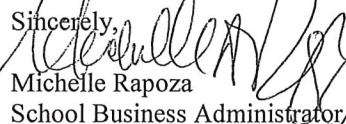
If you plan to use bus transportation, you must submit the **full** \$200 fee with your completed form. Families facing financial hardships may apply for the transportation waiver. Incomplete applications will be returned. **Waivers are available for families that qualify for free or reduced lunch eligibility.** Waiver applications are due Friday, August 5, 2022. **No bus change or adjustments will be allowed during the first two weeks of school.**

Westport Community Schools now offer MySchoolBucks School Store to make convenient online payments. If you are already using MySchoolBucks to pay for meals, your account is already set-up and read to go! Just login and click new link to Store. Otherwise, register for your Free account today at <https://MySchoolBucks.com>.

You may drop off your completed form to the Central Administration Office at 17 main Road (at the rear of the high school campus) between the hours of 7:30am and 3:00pm., Monday through Friday. Please remember that we may not be able to provide you with transportation if we do not receive your response by noon Friday, August 5, 2022.

**Bus fees received after the due date of Friday, August 5, 2022 will have a \$25.00 late fee.**

If you have any questions about our transportation program, please don't hesitate to contact me at (774) 309-3371. You may also email me at [mrapoza@westportschools.org](mailto:mrapoza@westportschools.org). we are committed to providing safe transportation for our children and we appreciate your support.

Sincerely,  
  
Michelle Rapoza  
School Business Administrator

It is the policy of the Westport Community Schools to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, homelessness, disability, sexual orientation, gender identity or expression, age, family care leave status, pregnancy or any condition related to pregnancy, or military/veteran status.



# WESTPORT COMMUNITY SCHOOLS

## School Business Administrator

17 Main Road • Westport, MA 02790-4202

Telephone (774) 309-3371 • Fax (508) 636-1449 • Email [mrapoza@westportschools.org](mailto:mrapoza@westportschools.org)

### Grades 7 through 12 students Bus Passes SY2022-2023

#### How much will the grades 7 through 12 student's bus pass cost?

The cost for **Grades 7 through 12 student bus pass for the 2022-2023 school year is \$200 per student with a family cap of \$400.** This fee is not prorated for any student who enrolls at our Westport Jr. Sr. High School or applies for a bus pass any time after the first day of school. The cost for a bus pass will remain at \$200, regardless of the date of entry into the school system.

**After the first day of school, however, Grades 7 through 12 student's bus passes are nonrefundable for any reason,** even if the student withdraws from school, transfers to another school district or moves from the town. Students who have their transportation privileges suspended or revoked for behavioral or disciplinary reasons are not entitled to any refund.

Transportation is provided free of charge for the first two weeks of school. Bus passes will be distributed to students the second week of school. **Beginning on Monday, September 19, students must show their bus passes to drivers before boarding. No student will be allowed to board any bus without a bus pass.**

#### Does it matter how frequently I plan on having my student ride the bus? What if my student only plans to ride the bus one way or use the bus for transportation only two or three days each week?

The bus pass cost the same for all students, no matter how often they ride the bus. The school district plans its routes for each new school year based on maximum ridership – how many students need transportation and where they live. Bus costs cannot be prorated according to varied daily usage, so each family must carefully consider whether purchasing bus passes is the best choice for them. Please remember that, **after the first day of school, bus passes are nonrefundable for any reason.**

#### Where will students be picked up before school and dropped off after school?

Transportation is scheduled for all students based on the permanent home address they have provided the school district. You may want to contact your child's school to be sure your home address – and your telephone numbers – are up-to-date in our student database. Because the student population changes each year, school bus stops and schedules may change, too. During the summer, the Student Services Coordinator works with the bus company representative to select safe, convenient, common bus stops. State law requires that bus stops are no more than one and half miles from students' homes, but we make an effort to keep that distance much shorter. While the district cannot provide door-to-door or street-to-street service for every student, we try to designate bus stops at safe locations that are fair and safe to everyone.

#### When will my student be picked up in the morning?

A complete list of bus routes will be published on our website **no later than Friday, August 19, 2022.** Students should be at the correct bus stop five to fifteen minutes before the scheduled bus arrival. Our school bus drivers have lists of the students on their routes and, **for the safety of all students; drivers are not permitted to pick up anyone not on their passenger lists.** Students who miss their scheduled bus **may not** board a bus on another route, nor may they board the later bus route that transports the younger elementary and kindergarten students.

#### May I have my students picked up or dropped off at another address?

NO, only if there is a family emergency are students able to change their bus assignments.

**A 24 hour notice must be received to approve the request unless there is a family emergency.**





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### What is the deadline for purchasing bus passes?

To reserve a seat on your bus route, the Student Services Coordinator must receive your Transportation Form and your payment in full (or a fee waiver request) no later than Friday, August 5, 2022. Incomplete applications will be returned. Students who enter the school system or want to purchase bus passes after that date will be accepted only if there is an existing stop already scheduled on the bus route and there are seats available on the bus. No new bus stops will be added.

Bus fees received after the due date of Friday, August 5 will have a \$25.00 late fee.

Transportation is provided free of charge for the first two weeks of school. Bus passes will be distributed to students the second week of school. Beginning on Monday, September 19, students must show their bus passes to drivers before boarding. No student will be allowed to board any bus without a bus pass.

### Will the school district waive the payment for families in financial need?

If you cannot afford to purchase bus passes, please complete the fee waiver request form enclosed and return the completed form with a copy of your 2021 Federal Income Tax Return. We will process your request as quickly as possible but, if you do not provide a copy of your income tax return showing proof of income, we cannot process your fee waiver request. Incomplete applications will be returned. Please remember that, until your fee waiver request is processed, you are responsible for transporting your child to and from school.

State law requires that fees be waived for foster children and any students who receive the School Lunch Program's free or reduced meals.

You must submit your School Lunch Application or fee waiver request form by Friday, August 5. Incomplete applications will be returned. If you purchase a bus pass and then later decide to request a fee waiver, we cannot refund your payment.

### Where do I send my completed forms and my fee payment?

Please make checks payable to Town of Westport and submit your completed Transportation Form, your payment and – if necessary – your fee waiver request to: Michelle A. Rapoza, School Business Administrator, Westport Community Schools, 17 Main Road, Westport MA 02790. There is a \$25.00 check return fee for any checks returned for insufficient funds or stop payments.

All Transportation Forms and payment in full must be received by Friday, August 5. **Bus fees received after the due date of Friday, August 05, 2022 will have a \$25.00 late fee.** If you have any questions, please don't hesitate to contact the School Business Administrator at 508-636-1140. You may also email Ms. Rapoza at [mrapoza@westportschools.org](mailto:mrapoza@westportschools.org) or send a FAX to (508) 636-1449.

### Can I pay my transportation fees with a credit card?

Yes, Westport Community Schools now offers MySchoolBucks School Store. This convenient online payment service provides a quick and easy way to pay for school-related purchases. You can now pay for items such as transportation fees, athletic fees, pre-school tuition, extended day tuition, and student activity fees (store items) using your credit/debit card or electronic check, fees do apply. If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go! Just login and click on the new link to Store. Otherwise, register for your FREE account today at <https://www.MySchoolBucks.com>.

**There is a \$25.00 late fee for any bus fees received after Friday, August 5, 2022!**

**Due to COVID restrictions, Students can have ONLY one bus stop for the morning and afternoon!  
will be no alternating of addresses for the 2022-2023 school year!**



# WESTPORT COMMUNITY SCHOOLS

## School Business Administrator

17 Main Road • Westport, MA 02790-4202

Telephone (774) 309-3371 • Fax (508) 636-1449 • Email [mrapoza@westportschools.org](mailto:mrapoza@westportschools.org)

## Transportation Form

Please complete this form to let us know whether or not your child will need bus transportation in the 2022-2023 school year. **You must return this form by Friday, August 5, 2022**

Student Name \_\_\_\_\_

Student Home Address \_\_\_\_\_

Grade \_\_\_\_\_

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

Parent/Guardian Daytime Telephone Number \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

### PLEASE CHECK ONE:

- ☐ My child **WILL** use bus transportation and I have enclosed full payment for the school year
- ☐ The student listed above is a foster child, automatically qualifying for a fee waiver
- ☐ My child **WILL** use bus transportation, but I cannot afford to pay for transportation; I have enclosed the completed Transportation Fee Waiver Request Form and a copy of page 1 & 2 of form 1040 of my 2021 Federal Income Tax Return
- ☐ My child **WILL NOT** use bus transportation in the 2022-2023 school year

The cost for Grades 7 through 12 student bus pass for the 2022-2023 school year is \$200 per student with family cap of \$400. This fee is not prorated for any student who enrolls at our schools or applies for a bus pass any time after the first day of school. The cost for a bus pass will remain at \$200, regardless of the date of entry into the school system. To reserve a seat on your bus route, **the School Business Administrator must receive your Transportation Form and your payment in full (or a request for waiver) no later than Friday, August 5,** incomplete applications will be returned. Please remember that **we may not be able to provide your child with bus transportation** if we do not receive your response **by Friday, August 5.** Students who enter the school system or want to purchase bus passes after that date will be accepted only if there is an existing stop already scheduled on the bus route and there are seats available on the bus. No new bus stops will be added.

**Bus fees received after the due date of Friday, August 5, 2022 will have a \$25.00 late fee.**

Transportation is provided free of charge for the first four days of school (Tuesday, August 30 through Friday, September 9). Bus passes will be distributed to students on the first week of school. **Beginning on Monday, September 19, students must show their bus passes to drivers before boarding. No student will be allowed to board any bus without a bus pass.**

Please make checks payable to **Town of Westport** and submit your completed Transportation Form, your payment in full to: Michelle A. Rapoza, Student Services Coordinator, Westport Community Schools, 17 Main Road, Westport MA 02790

**All Transportation Forms and payment in full (or a request for waiver) must be received by Friday, August 5, 2022.** Incomplete applications will be returned. If you have any questions, please do not hesitate to contact the Student Services Coordinator.

Contact information is listed at the top of this form.

Payments are now accepted through MySchoolBucks School Store. Register for your FREE account today at <https://www.MySchoolBucks.com>.

Due to COVID restrictions, Students can have ONLY one bus stop for the morning and afternoon!  
There will be no alternating of addresses for the 2022-2023 school year!





# WESTPORT COMMUNITY SCHOOLS

## School Business Administrator

17 Main Road • Westport, MA 02790-4202  
Telephone (774) 309-3371 • Fax (508) 636-1449 • Email [mrapoza@westportschools.org](mailto:mrapoza@westportschools.org)

### Transportation Request for Fee Waiver

The cost for Grades 7 through 12 student bus pass for the 2022-2023 school year is \$200 per student with a family cap of \$400. This fee is not prorated for any student who enrolls at our school district or applies for a bus pass any time after the first day of school.

**Bus fees received after the due date of Friday, August 05, 2022  
will have a \$25.00 late fee.**

If you cannot afford to purchase bus passes, please complete the fee waiver request form enclosed and return the completed form with a copy of your 2020 Federal Income Tax Return. We will process your request as quickly as possible but, **if you do not provide a copy of your income tax return** showing proof of income, **we cannot process your fee waiver request.** Incomplete applications will be returned. Please remember that, until your waiver request is processed, you are responsible for transporting your child to and from school.

**You can apply for the free or reduced lunch program, which may qualify your child(ren) for free transportation. We have enclosed an application for your convenience.**

**You must submit your waiver request by Friday, August 05, 2022.** If you purchase a bus pass and then later decide to request a waiver, we cannot refund your payment. If your request for a waiver is not approved, you may appeal your decision by contacting our School Business Administrator, Ms. Michelle A. Rapoza. Contact information is listed at the top of this form.

Westport Community Schools now offers MySchoolBucks School Store to make convenient online payments. If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go! Just login and click on the new link to Store. Otherwise, register for your FREE account today at <https://www.MySchoolBucks.com>.

*-See Q & A sheet for additional information*

(Please see other side for waiver request form)



# WESTPORT COMMUNITY SCHOOLS

## School Business Administrator

17 Main Road • Westport, MA 02790-4202

Telephone (774) 309-3371 • Fax (508) 636-1449 • Email [mrapoza@westportschools.org](mailto:mrapoza@westportschools.org)

### Transportation Fee Waiver Request Form

If you cannot afford to purchase bus passes, please complete this waiver request form and return the completed form with a copy of **your 2021 Federal Income Tax Return**. We will process your request as quickly as possible but, if you do not provide a copy of your income tax return, showing proof of income, we cannot process your waiver request. Incomplete applications will be returned. Please remember that, until your waiver request is processed, you are responsible for transporting your child to and from school. **You must submit your waiver fee request by Friday, August 5, 2022.** If you purchase a bus pass and then later decide to request a waiver, we cannot refund your payment.

Student Name \_\_\_\_\_  
Student Home Address \_\_\_\_\_  
Grade \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_  
Parent/Guardian Daytime Telephone Number \_\_\_\_\_

- ☐ My child **WILL** use bus transportation, but I cannot afford to pay for transportation; I have enclosed the completed Transportation Fee Waiver Request Form and a copy of my 2021 Federal Income Tax Return  
OR **I have attached my 2022-2023 School Lunch Application.**

Please list below the names and gross monthly incomes of all household members.

Name	Gross Monthly Income
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

I certify that this information is correct and that all income is reported. I have attached a copy of my 2021 Federal Income Tax Return. I understand that the school district cannot process this request if I do not provide a copy of my income tax return and that I am responsible for transporting my child to and from school until this request is processed. **I understand that this fee waiver request must be submitted by Friday, August 5, 2022** and, if I purchase a bus pass and then later decide to request a waiver, the school district cannot refund my payment.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

(Please see other side additional information)





# 2022-2023 Massachusetts Application for Free and Reduced Price School Meals

If you have received a **Notice of Direct Certification – FREE** from the school district for free meals, do not complete this application. If you have received a **Notice of Direct Certification – REDUCED PRICE** from the school district for reduced price meals, this application may be submitted. **DO** let the school know if any children in the household are not listed on the **Notice of Direct Certification – FREE** letter you received.

**STEP 1**  
List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related." Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read [How to Apply for Free and Reduced Price School Meals](#) for more information.

[illegible]

**STEP 2**

**Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIIR?**

Write the Agency ID Number, then go to **STEP 4** (Do not complete STEP 3)

*EBT number not accepted; SNAP award letter may be requested*

Agency ID Number: \_\_\_\_\_

**STEP 3**  
**Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)**

review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with the All Adult Household Members section

### A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here:

**B. All Adult Household Members (including yourself)**

List all Household Members not listed in Step 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

<i>Name of Adult Household Members (First and Last)</i>	Earnings from Work			How often?				Public Assistance/ Child Support/ Alimony			How often?				Pensions / Retirement / All Other Income			How often?			
				Weekly	Bt-Weekly	2x Month	Monthly				Weekly	Bt-Weekly	2x Month	Monthly				Weekly	Bt-Weekly	2x Month	Monthly
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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**STEP 4**  
**Contact Information and Adult Signature**  
**Mail Completed Form To: Westport Community Schools, 17 Main Road Westport, MA 02790, 508-636-1140**

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Printed name of adult signing the form	Signature of adult			Today's date	<b>Error phone</b> <input type="checkbox"/>
Street Address (if available)	City	State	Zip	Daytime Phone and Email (optional)	
Apt #					



# Westport Community Schools



## Pay Online For:

**Transportation Fees, Athletic Fees, Pre-School Tuition,  
Extended Day Tuition, & Student Activity Fees**

Dear Parents,

Westport Community Schools now offers MySchoolBucks School Store. This convenient online payment service provides a quick and easy way to pay for school-related purchases. You can now pay for items such as transportation fees, athletic fees, pre-school tuition, extended day tuition, and student activity fees (store items) using your credit/debit card or electronic check.

If you are already using MySchoolBucks to pay for school meals, your account is already set-up and ready to go! Just login and click on the new link to Store. Otherwise, register for your FREE account today at <https://www.MySchoolBucks.com>.

### **MySchoolBucks provides:**

- **Convenience** - Available 24/7 on the web or with the **Mobile App** for your iPhone, Android or Windows phone!
- **Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- **Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!
- **Flexibility** - Make payments using credit/debit cards and electronic checks.
- **Security** – MySchoolBucks adheres to the highest security standards, including PCI and CISP.

### **Enrollment is easy!**

1. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add your students using their school name and student ID.
4. Make a payment to your students' accounts with your credit/debit card or electronic check.  
**A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.**

If you have any questions, contact MySchoolBucks directly:

- [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com)
- 1-855-832-5226
- Visit [myschoolbucks.com](http://myschoolbucks.com) and click on Help/FAQ's

Thank you,

**Michelle A. Rapoza**

**Director of Food Services & Transportation**

**(774) 309-3371 or 508-636-1140**





# WESTPORT COMMUNITY SCHOOLS

## TRANSPORTATION CHANGE FORM

Changes MUST be submitted to Michelle Rapoza @  
[mrapoza@westportschools.org](mailto:mrapoza@westportschools.org) by Friday, August 12, 2022.

Please check one: ☐ Add Student  
☐ Change of Home Address  
☐ Change of Alternate Address

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_

New Address: \_\_\_\_\_

Pick-up ADDRESS \_\_\_\_\_ Bus# \_\_\_\_\_

Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐

Drop-off ADDRESS \_\_\_\_\_ Bus # \_\_\_\_\_

Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐

Effective Date of Change: \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_

\*\*Parents Signature \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*Date: \_\_\_\_\_

**ONLY ONE ADDRESS CAN BE USED FOR TRANSPORTATION (NO EXCEPTIONS)**

Please return to your child's school no later than, Friday, August 12, 2022.

**"NO BUS CHANGES OR ADJUSTMENTS WILL BE ALLOWED DURING**  
**THE FIRST TWO WEEKS OF SCHOOL"**

**This is to assure a safe transition to and from school for our students  
and staff.**