



# ROXBURY PUBLIC SCHOOLS

Dr. Frank Santora, Superintendent of Schools

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September 23, 2024

Greetings!

I hope this message finds you and your family well.

As part of the district's ongoing commitment to the safety of our students, the Transportation Department will be implementing new procedures for the drop off of students enrolled in grades **K-4 only**. As part of the process, parents or designated individuals must be present at the bus stop or students will not be released. Out of an abundance of caution, the student will be returned to the care of their attending school until confirmation can be obtained. However, parents/guardians may complete and sign a Bus Stop Release Waiver form to permit their child(ren) to disembark the vehicle at their assigned stop without an individual present. Parents can access the waiver form via the [Genesis Parent Portal](#).

As it is the district's intention to implement the new procedures no later than Tuesday, October 15, 2024, parents are asked to complete the waiver form by Friday, October 11, 2024. In the event that there is not a designated adult at a student's pick-up location nor a completed waiver form, the student will be returned to their home school and the parent(s) will be contacted.

It is important to note that if your child(ren) does not receive drop-off services from the district's transportation department, you do not need to take any further action.

If you have any questions or concerns, you may contact me at [fsantora@roxbury.org](mailto:fsantora@roxbury.org) or the district's Transportation Director, Mr. Robert Katz at [rkatz@roxbury.org](mailto:rkatz@roxbury.org).

Very respectfully,

Frank Santora, Ed. D.  
Superintendent of Schools