

## **Policy Committee Meeting**

Wednesday, October 7, 2020 10:00 AM

Via Zoom (US) +1 253-215-8782? Passcode: 025324, 24 School Road, Weston, CT  
06883-1623

### **I. Call to Order**

### **II. Approval of September Minutes**

### **III. Discussion of policies, regulations, and bylaws**

#### **A. COVID-19 - relevant policies to consider**

##### **1. Use of Face Coverings (New)**

#### **B. Racism and Social Justice**

##### **1. Anti-Hate, Anti-Bias Speech (New)**

#### **C. Transportation Complaints, 3541.5 (Updated)**

### **IV. Discussion of policies, regulations, and bylaws in future meetings**

#### **A. Sustainability (New)**

#### **B. New Directives from the State (TBD)**

### **V. Adjourn**

## **Policy Committee Meeting**

September 10, 2020 - Via Zoom

### Members Present:

Melissa Walker

Hillary Koyner

Taffy Miller

### **1. Call to Order**

Melissa Walker called the meeting to order at 2:03pm. In attendance, William McKersie, Ph.D., Superintendent of Schools, Daniel DiVito, Director of Technology, Tracy Edwards, Director of Pupil Personnel Services and Jen Ryan, HR Manager

### **2. Approval of Minutes**

Discussion:

May minutes were approved.

### **3. Discussion of policies, regulations, and bylaws**

3.A. Discussion of Policy and Regulation 5135, Student Use of the District's Computer Systems and Internet and 5136 Private Use of Technology By Students

Discussion: Mr. DiVito introduced the new policies provided by Shipman and Goodwin. After a discussion, it was agreed upon to remove any wording related to COVID-19, and to use these new policies and regulations to take the place of our current ones. Ms. Walker will do a final review and email any changes to Dr. McKersie for updating, then these will go on for a first reading at the September Board of Education Meeting.

3.B. Discussion of Policy and Regulation 4118.12/4218.12 Personnel Sex Discrimination and Sexual Harassment and Policy and Regulation 5114.6, Student Sex Discrimination and Sexual Harassment

Discussion: Ms. Tracy Edwards began the discussion of these new policies and regulations created by Shipman and Goodwin. These updates are in response to the new Title IX Federal law that began in August 2020. She explained the two most significant changes were that Title IX now included sexual harassment and the process of investigation is more detailed. Weston will be training all their coordinators on the new process as well as the full staff in October. These will go on for a first reading at the September Board of Education Meeting.

### **Discussion of policies, regulations, and bylaws in future meetings**

The Homework Policy was discussed, that it was to go to the Curriculum Committee next and then on to the Board for a first reading. Green cleaning, student absences and student hours were then discussed.

Discussion:

- Green Cleaning
- Sustainability (New)
- IDEA, Alternative Assessments (New)
- New Directives from the State (TBD)
- New Policies regarding Distance Learning (TBD)

### **5. Adjourn 3:22**

**Series C-19  
COVID-19 Policies and Regulations**

**POLICY CONCERNING USE OF FACE COVERINGS IN SCHOOL (NEW)**

The \_\_\_\_\_ Board of Education (the “Board”) recognizes the importance of protecting the health and safety of students, staff, and the community during the COVID-19 pandemic. As such, and in accordance with requirements and guidelines issued by the Connecticut State Department of Education (“SDE”), the Board requires that all individuals entering a school building, a \_\_\_\_\_ Public Schools (“District”) facility, or a District transportation vehicle wear an appropriate face covering. An appropriate face covering shall consist of a cloth mask or disposable procedure-style mask that completely covers the individual’s nose and mouth. ***[Optional: An appropriate face covering shall not include “neck ~~gaitors~~gaiters,” bandanas or exhalation valve masks.]*** Any individual who presents for entrance into a school building, District facility or District transportation vehicle who is not wearing an appropriate face covering shall be provided an appropriate face covering by the District.

Compliance with this policy shall be mandatory for all individuals while in a school building, District facility and/or District transportation vehicle, unless an applicable exception applies. Any individual who refuses to wear an appropriate face covering at all times while in a school building, District facility or District transportation vehicle shall be denied admission and/or required to leave the premises, unless an applicable exception applies. In addition, failure to comply with this policy may lead to disciplinary action for students and staff, and exclusion from school property for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

***[Optional: All individuals participating in or attending any school-sponsored activities must wear an appropriate face covering, whether or not those activities occur in a school building, District facility or District transportation vehicle, unless an applicable exception applies or the Administration, in consultation with the local health department, determines that face coverings are not required for athletes participating in certain athletic activities.]***

The Board authorizes the Superintendent or designee to develop administrative regulations and/or protocols to implement this policy. Such administrative regulations and/or protocols shall outline authorized exceptions to the requirement that all individuals wear an appropriate face covering in the school buildings, District facilities and District transportation vehicles and may identify additional face covering rules as related to the safe operation of the school community.

**Legal References:**

Connecticut General Statutes § 10-221

Adapt, Advance, Achieve: Connecticut's Plan to Learn and Grow Together,  
Connecticut State Department of Education, as amended by Addendums 1-~~11~~13  
(June ~~29, 2020 through August 31, 2020~~ through September 2020).

[Coronavirus Memo #29, Group Size and Mask Requirements as part of a system of protections against COVID-19, Connecticut Office of Early Childhood \(September 14, 2020\).](#)

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

Temporary Policy Rev. 9/~~2~~16/2020

Series C-19  
COVID-19 Policies and Regulations

**PROTOCOLS CONCERNING USE OF FACE COVERINGS IN SCHOOL (NEW)**

In accordance with requirements and guidelines issued by the Connecticut State Department of Education (“SDE”), the \_\_\_\_\_ Public Schools (“District”) requires that all individuals entering a school building, a District facility, or a District transportation vehicle wear an appropriate face covering. An appropriate face covering shall consist of a cloth mask or disposable procedure-style mask that completely covers the individual’s nose and mouth. ***[Optional: An appropriate face covering shall not include “neck ~~gaitors~~gaiters,” bandanas or exhalation valve masks.]*** Any individual who presents for entrance into a school building, District facility or District transportation vehicle who is not wearing an appropriate face covering shall be provided an appropriate face covering by the District.

Compliance with these protocols shall be mandatory for all individuals while in a school building, District facility and/or District transportation vehicle, unless an applicable exception applies. Any individual who refuses to wear an appropriate face covering at all times while in a school building, District facility or District transportation vehicle shall be denied admission and/or required to leave the premises, unless an applicable exception applies. In addition, failure to comply with these protocols may lead to disciplinary action for students and staff, and exclusion from school property for members of the community, in accordance with applicable laws, rules, regulations, and/or Board policies.

***[Optional: All individuals participating in or attending any school-sponsored activities must wear an appropriate face covering, whether or not those activities occur in a school building, District facility or District transportation vehicle, unless an applicable exception applies or the Administration, in consultation with the local health department, determines that face coverings are not required for athletes participating in certain athletic activities.]***

Students and all individuals being transported on District transportation vehicles are required to wear appropriate face coverings (face coverings must be worn prior to boarding and while exiting the vehicle), in accordance with the District’s Transportation Protocols. Please see below for additional procedures for face covering exemption requirements.

Students, staff and all individuals inside school buildings and District facilities are required to wear appropriate face coverings except if: (i) the individual cannot wear the face covering because the individual has difficulty breathing, is unconscious, or incapacitated; (ii) the individual cannot remove the face covering without assistance; (iii) the individual has a documented medical reason making it unsafe to wear a mask; (iv) the

student is ~~in preschool~~under the age of three (3); or (v) the individual has a disability that causes the individual to be unable to wear a face covering.

**Important Note: The need for a medical exemption for the wearing of face coverings of the styles recommended for use in schools for source control is rare. Medical contraindications to the wearing of cloth or other similar loose fitting masks generally are limited to individuals suffering from severe chronic obstructive pulmonary disease (COPD) such as might be seen with cystic fibrosis, severe emphysema, heart failure, or significant facial burns that would cause extreme pain or interfere with the healing of a skin graft. These severe medical conditions will be rare in students or staff capable of presenting to the school for work or instruction (in most cases these individuals would not be able to move about freely without significant assistance). In addition, for anyone suffering from any of these underlying conditions, the strong recommendation would be for that person to remain at home and engage in fully virtual learning due to their risk of developing severe complications if they did become infected with COVID-19. Mild or intermittent respiratory or other common conditions such as asthma, cardiovascular diseases, kidney disease, or other similar conditions generally are not considered contraindications to the wearing of loose-fitting face coverings.**

Face coverings may only be removed within the school building for the following reasons: (i) eating/drinking; (ii) on school grounds with appropriate social distancing implemented; and (iii) educational or medical activities requiring removal of masks (speech and language, evaluations, etc.) **ONLY** under circumstances when the school has implemented appropriate and District-approved mitigating measures (such as gowns, face shields, additional social distancing, physical barriers for District employees and/or students).

For preschool students only, face coverings may also be removed or not worn (as applicable) under the following circumstances: (i) students are sleeping or resting, when the distance between students is maximized, maintaining at least 6 feet of distance wherever possible when face coverings are removed; (ii) a student is newly enrolled within the past two (2) months and is working toward consistent wearing of a face covering; (iii) a student has just turned three (3) years old, in which case such student may have up to two (2) months to acclimate to wearing a face covering and support developmental readiness; and/or (iv) during outdoor activities.

If a student claims a medical or disability-related exemption from wearing a face covering, the District shall follow the Decision Tree - Face Covering Exemptions in these Protocols. If the District determines the request is based on medical need, the parent or guardian and the **student's treating physician** must complete the Face Covering Exemption Request Form. If the District determines the request is based on disability (skill deficit), the District shall promptly convene a Planning and Placement Team ("PPT") Meeting or Section 504 Team meeting as appropriate to discuss and consider necessary programming revisions, accommodations, modifications, etc.

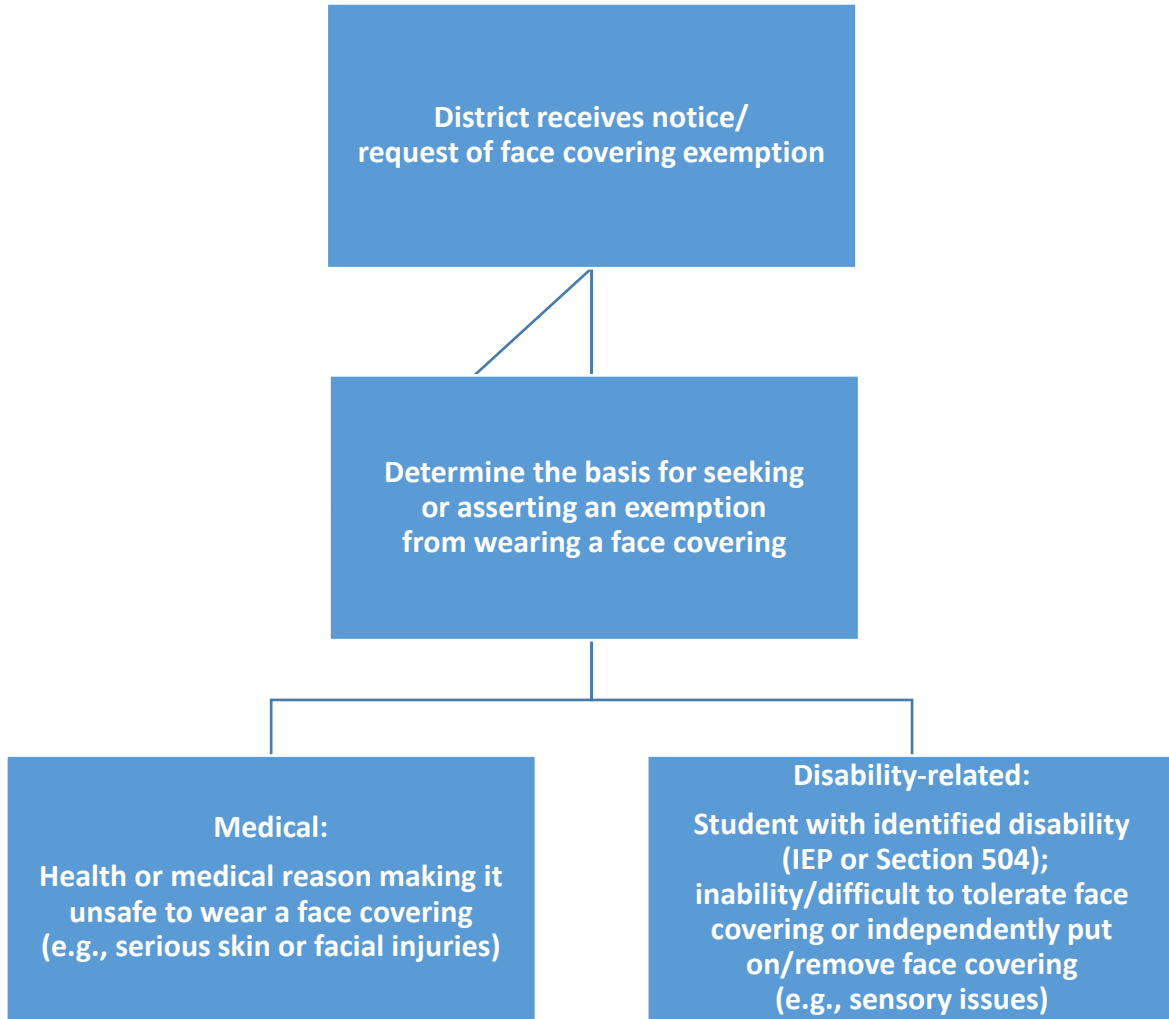
If a staff member claims a medical or disability-related exemption from wearing a face covering, the District shall comply with all applicable laws, rules, regulations, and requirements regarding the evaluation of, and response to, any such claim.

Students shall be offered face covering breaks during the school day as determined appropriate by the Administration. A face covering break consists of the student removing the face covering from the student's own nose and mouth for a short period of time. School district personnel supervising students shall only permit a face covering break when individuals who are indoors are a minimum of 12 feet apart ***[note: consult with local health department to determine whether more than 12 feet is required when indoors without masks]*** or other District-approved mitigating measures (such as physical barriers) have been implemented, and when individuals who are outdoors are a minimum of 6 feet apart. When practicable, school district personnel supervising students shall schedule mask breaks outdoors.

The Administration and school employees shall initially address student non-compliance with these protocols through the use of verbal reminders and other less restrictive means of supporting compliance with the use of face coverings. Student discipline may be imposed, in accordance with Board policies, in situations when less restrictive means are not effective and no exception to the wearing of a face covering applies. A preschool student shall not be excluded from the program or isolated from the student's peers due to the student's non-compliance with the face covering requirements.

The Administration shall communicate individually with parents/guardians who refuse to permit their child(ren) to wear an appropriate face covering to discuss the parents'/guardians' concerns, review the requirements issued by the Connecticut State Department of Education and Connecticut Office of Early Childhood, and/or discuss whether an exception to the face covering requirement may apply to their child(ren) and the appropriate process to obtain such exception.

**Decision-Making Tree - Face Covering Exemptions**



**SAMPLE**

**[Board of Education/School Letterhead]**

FACE COVERING

MEDICAL/HEALTH EXEMPTION FORM

***COVID-19 is a highly contagious virus that spreads by respiratory droplets released when individuals talk, cough or sneeze. Many individuals infected with COVID-19 are asymptomatic and contagious. Federal and state public health agencies, including the United States Centers for Disease Control and Prevention (CDC), recommend that individuals wear a face covering to limit the spread of COVID-19.***

***The Connecticut State Department of Education and \_\_\_\_\_ Public Schools require ALL students, beginning in ~~kindergarten~~ preschool (ages three and over), to wear face coverings during the school day. Any student seeking a medical exemption to the face covering requirement must have the student's treating physician complete the below Medical/Health Exemption Form. As noted below, \_\_\_\_\_ Public Schools will consult with the student's treating physician to determine what reasonable accommodations, if any, would allow the student to wear a face covering during the school day. In light of the significant public health and safety requirements, the \_\_\_\_\_ Public Schools require that any request for medical exemption be completed and submitted to \_\_\_\_\_, the [title] at \_\_\_\_\_ [email].***

***Students submitting requests for medical exemption are subject to COVID-19 containment strategies pending the completion of the exemption review process. COVID-19 containment strategies may include assignment to home-based remote learning to mitigate the possibility of infection to the student or others in the physical school building.***

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address of Child: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

Address of Parent(s): \_\_\_\_\_

(if different from child)

Contact Information for Treating Physician

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

THE \_\_\_\_\_ PUBLIC SCHOOLS RESERVES THE RIGHT TO DENY MASK EXEMPTION REQUESTS WITHOUT SUFFICIENT INFORMATION TO DETERMINE THE HEALTH-RELATED NECESSITY OF SUCH REQUEST.

I HEREBY CONSENT TO SCHOOL OFFICIALS OF THE \_\_\_\_\_ PUBLIC SCHOOLS CONSULTING WITH THE ABOVE-NAMED TREATING PHYSICIAN IN CONNECTION WITH THE REQUEST FOR A MEDICAL EXEMPTION FROM WEARING A FACE COVERING DURING THE COVID-19 PANDEMIC. I UNDERSTAND THAT MY CHILD'S TREATING PHYSICIAN IS AUTHORIZED TO EXCHANGE HEALTH/MEDICAL AND EDUCATIONAL INFORMATION RELATED TO THE FACE COVERING MEDICAL EXEMPTION REQUEST SUBMITTED ON BEHALF OF MY CHILD, \_\_\_\_\_ [NAME OF STUDENT], WITH THE \_\_\_\_\_ PUBLIC SCHOOLS . I UNDERSTAND THAT THE PURPOSE OF THE EXCHANGE OF SUCH INFORMATION IS TO DETERMINE WHETHER A MEDICAL EXEMPTION IS NECESSARY AND/OR WHETHER THERE ARE ANY REASONABLE ACCOMMODATIONS THAT SHOULD BE CONSIDERED IN CONNECTION WITH THE FACE COVERING EXEMPTION REQUEST. I UNDERSTAND THAT THIS AUTHORIZATION WILL EXPIRE ON JUNE 30, 2021, UNLESS I REVOKE THIS AUTHORIZATION AT AN EARLER TIME BY SUBMITTING WRITTEN NOTICE OF THE WITHDRAWAL OF CONSENT. I ACKNOWLEDGE THAT HEALTH/MEDICAL RECORDS, ONCE SHARED WITH THE \_\_\_\_\_ PUBLIC SCHOOLS, WILL BE EDUCATION

RECORDS UNDER FEDERAL EDUCATION RECORD LAWS (FERPA) AND MAY NOT BE PROTECTED BY THE HIPAA PRIVACY RULE. I ALSO UNDERSTAND THAT REFUSAL TO CONSENT TO THE EXCHANGE OF INFORMATION DESCRIBED ABOVE WILL NOT AFFECT ACCESS TO HEALTHCARE.

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PRINT NAME  
PARENT/GUARDIAN

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DATE

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SIGNATURE  
PARENT/GUARDIAN

**The section below must be completed by the student's treating physician to verify a health or medical reason that prohibits the student from wearing a face covering in the school building and/or on school grounds or to identify possible accommodations for the student to wear a face covering within the school building or on school grounds. Upon completion, this form must be provided by the treating physician directly to the \_\_\_\_\_ Public Schools, care of [insert contact name] at [address].**

**The treating physician MUST consult with school health supervisory personnel prior to completing this form.** The contact information for the school health supervisory personnel for this matter (COVID-19 Liaison at \_\_\_\_\_ Public Schools) is:

Medical Verification

**Yes    No**

    I have consulted with school health supervisory personnel regarding the student's ability to wear a face covering due to a verified medical or health reason.

    After consultation with school health supervisory personnel, I have determined that reasonable accommodations would permit the student to wear a face covering for parts or all of the school day.

If yes, to the above question:

I have determined that the following reasonable accommodations would permit the student to wear a face covering during the school day (examples include, without limitation, face covering breaks at specified intervals, use of face shield when a face covering is contraindicated, use of bandana or looser fitting face covering):

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- 
- 

    After consultation with school health supervisory personnel, I have determined that the student cannot wear a face covering during the entire school day due to a verified medical or health reason.

The student has been diagnosed with the following medical condition(s) that prevent the student from wearing a face covering at all times during the school day:

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**\* Documentation supporting the above diagnosis MUST be submitted to the \_\_\_\_\_ Public Schools along with this Medical Verification Form.**

By signing below, I verify that the above information is accurate to the best of my professional knowledge.

\_\_\_\_\_  
Signature of Treating Physician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Treating Physician

\_\_\_\_\_  
CT License No.

Document comparison by Workshare 9 on Monday, September 21, 2020 8:57:11 AM

Input:	
Document 1 ID	interwovenSite://sgdms.shipman.com/SG/8963997/1
Description	#8963997v1<SG> - C-19 Model Policy - Use of Face Coverings in School
Document 2 ID	interwovenSite://sgdms.shipman.com/SG/8963997/2
Description	#8963997v2<SG> - C-19 Model Policy - Use of Face Coverings in School
Rendering set	standard with comments

Legend:	
<a href="#">Insertion</a>	
<del>Deletion</del>	
Moved from	
Moved to	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	12
Deletions	8
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	20

## Hate-Based Conduct

Respecting diversity and fostering inclusion are core goals of the Weston Board of Education as we help students become civically engaged and develop critical skills for a global perspective. The Weston Board of Education is committed to creating and maintaining an educational environment that embraces diversity and inclusion, and believes our community is strengthened by the richness of each other's diverse characteristics, identities, statuses, backgrounds, beliefs, traditions, and opinions.

Hate-based conduct is antithetical to the Board's commitment to diversity and inclusion and will not be tolerated. As such, it is the policy of the Board that any form of hate-based conduct is prohibited, whether by students, Board employees, or third parties subject to the control of the Board. The Board's prohibition of hate-based conduct expressly extends to academic, nonacademic, and extracurricular activities, including athletics. Further, the Board expressly prohibits any form of hate-based conduct on school grounds; at a school-sponsored activity (including, without limitation, on a school bus); or off school grounds if such conduct is seriously disruptive of the educational process. Discrimination and/or retaliation against an individual who reports or assists in the investigation of hate-based conduct is likewise prohibited.

For the purposes of this policy, **hate-based conduct** means conduct that attacks, threatens, intimidates, degrades, or otherwise infringes on the rights of an individual based on such individual's race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, or veteran status. Such conduct includes, but is not limited to, the use of a written, oral, or electronic communication or a physical act or gesture that:

1. causes physical or emotional harm to an individual or damage to such individual's property;
2. places an individual in reasonable fear of harm to himself or herself, or of damage to his or her property;
3. creates a hostile environment for such individual at school or during a school-sponsored activity;
4. infringes on the rights of an individual at school or during a school-sponsored activity; and/or
5. substantially disrupts the educational process or the orderly operation of a school.

Hate-based conduct may also include, without limitation, conduct that violates other Board policies and administrative regulations (*e.g.*, Policy and Regulation 4218.11, Non-Discrimination (Personnel); Policy and Regulation 4218.12, Sex Discrimination and Sexual Harassment (Personnel); Policy and Regulation 5114.6, Sex Discrimination and Sexual Harassment (Students); Policy 5131.911, Bullying Prevention and Intervention Policy; Policy and Regulation 5145, Non-Discrimination (Students)).

For the purposes of this policy, "veteran" means any person honorably discharged from, or released under honorable conditions from active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard.

For the purposes of this policy, “gender identity or expression” means a person’s gender-related identity, appearance, or behavior, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity, or not being asserted for an improper purpose.

Students who engage in hate-based conduct shall be subject to intervention ranging from school counseling and restorative justice opportunities to school discipline, up to and including expulsion, in accordance with Board Policy 5114 (Student Discipline), and consistent with state and federal law. Employees who engage in hate-based conduct shall be subject to discipline, up to and including termination of employment, in accordance with any applicable Board policies, administrative regulations, and/or contractual provisions, and consistent with state and federal law.

Allegations of conduct that violates other Board policies, such as allegations of discrimination, harassment (including, but not limited to, sexual harassment), and/or bullying, will be handled under the appropriate policies and administrative regulations (*e.g.*, Policy and Regulation 4218.11, Non-Discrimination (Personnel); Policy and Regulation 4218.12, Sex Discrimination and Sexual Harassment (Personnel); Policy and Regulation 5114.6, Sex Discrimination and Sexual Harassment (Students); Policy 5131.911, Bullying Prevention and Intervention Policy; Policy and Regulation 5145, Non-Discrimination (Students)).

Cross references:

Policy 1255, Civility

Policy 1258, Non-Discrimination

Policy 4218.11, Non-Discrimination (Personnel)

Regulation 4218.11, Administrative Regulations Regarding Discrimination Complaints (Personnel)

Policy 4218.12, Sex Discrimination and Sexual Harassment (Personnel)

Regulation 4218.12, Sex Discrimination and Sexual Harassment Complaint Procedure (Personnel)

Policy 4118.5, Social Networking - Personnel

Policy 5114, Student Discipline

Policy 5114.1, Alternative Educational Opportunities for Expelled Students

Policy 5114.6, Sex Discrimination and Sexual Harassment (Students)

Regulation 5114.6, Administrative Regulations Regarding Sex Discrimination and Sexual Harassment

Policy 5131.1, Bus Conduct

Policy 5131.5, Vandalism

Policy 5131.91(a), Hazing/Initiation

Policy 5131.911, Bullying Prevention and Intervention Policy

Policy 5145, Non-Discrimination (Students)

Regulation 5145, Administrative Regulations Regarding Discrimination Complaints (Students)

Policy 5145.2(a), Freedom of Speech/Expression

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

**Series 5000  
Students**

**TRANSPORTATION**

I. Statement of Policy

The Board of Education will provide transportation for students under provisions of state law and regulations. In determining the provision of transportation, the superintendent of schools shall consider the guidelines contained in this policy and shall administer the operation so as to:

1. provide for the safety of students, including consideration of hazardous conditions whether or not described in this policy;
2. provide for appropriate supervision for students while on school transportation, consistent with the Board's student discipline policy; and
3. assist disabled students by providing appropriate specialized transportation when required by law.

II. Definitions

1. "School transportation" means the procedure, program, or implemented plan by which a pupil is transported to and/or from school from his/her residence or the assigned bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved and maintained by the municipality or the state of Connecticut, or private roads approved pursuant to C.G.S. Section 10-220c.
2. "Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his/her school from a point at the curb or edge of a public or private road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the [                    ] Board of Education.
3. "One mile walking distance" means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.

4. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
5. "Hazard" means a thing or condition, as prescribed in this policy under "Hazardous Conditions" that affects the safety of pupils walking to or from school and/or to or from a designated bus pick-up area.
6. "Sidewalk" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any white line safety markings along the street pavement.
7. "Raised walk area" means a portion of the landscape right of way approximately three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area or fencing; apart from and independent of any painted safety markings along the street pavement.
8. "Walking route" means the route that the student is expected to travel between his/her residence to and from school and/or an assigned bus stop.
9. "Bus stop" shall be defined as a geographical location designated by the Board of Education, school administration or their designee where students can safely wait for purposes of embarking or disembarking a school bus.
10. "Pupil" means any individual of school age enrolled in a public or nonprofit private school located within the school district or contiguous school district as the case may be.

### III. Provision of Transportation

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned/leased facilities. If parents volunteer, and the administration permits, parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

In determining the provision of transportation for resident public and eligible private school students, the following guidelines regarding walking distances will be considered. Distance measurements will be based on the most direct route from the student's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

<u>Grade</u>	<u>Limit</u>
K	1 mile

1-3	1 mile
4-8	1 1/2 miles
9-12	2 miles

Students living within the stated distance limits will receive transportation when, in the opinion of the Superintendent of Schools, it is in the best interests of the district to provide transportation.

IV. Access to Bus Stops/Transportation

Parents and/or guardians are responsible for ensuring the safety of their children up until the point when students board the school bus or other school provided transportation, and after students get off the bus after school. This responsibility includes the selection of walking routes to/from any bus stop and/or the school building and the provision of supervision that is appropriate to the student’s age, maturity and conditions along the walking route and/or at the bus stop at all times.

Given that bus pick up times may vary, the Board expects that parents and/or guardians will ensure that their children arrive at the bus stop in advance of any scheduled pick up time.

V. Hazardous Conditions

The administration shall consider the following guidelines for hazardous conditions when making decisions regarding the transportation of children:

1. Except as provided in Paragraph 7 of this Section, a street or road, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:
  - a) For pupils under age ten, or enrolled in grades K through 3:
    - (i) the absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and a pupil is expected to cross the street; OR
    - (ii) street crossings where there are no stop signs or crossing guards and the traffic count during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the intersection, and a pupil is expected to cross the street.
  - b) For pupils over age ten, or enrolled in grades 4 through 12, the absence of a traffic light or stop signs or crossing guard at an intersection where three or more streets intersect which has a traffic count which exceeds ninety vehicles per hour during the time that pupils are walking to or from school, and such pupils are expected to cross the street;

- c) For all pupils:
    - (i) any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross when going to or from school or the bus stop; OR
    - (ii) the usual or frequent presence of any nuisance such as open man-holes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour, and the like, including such nuisances which are hazardous or attractive to children.
2. Any street, road, or highway, along a designated walking route to or from school and/or to or from a designated bus pick-up area, that has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exist:
- a) For pupils under age ten, or enrolled in grade K through 3:
    - (i) any street, road, or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to or from school; OR
    - (ii) any street, road, or highway possessing a speed limit in excess of thirty miles per hour.
  - b) For all pupils:
    - (i) the presence of man-made hazards including attractive nuisances, as stated in 1(c)(ii) above; OR
    - (ii) any roadway available to vehicles that does not have a minimum width of approximately twenty-two feet; OR
    - (iii) any roadway available to vehicles that, when plowed free of snow accumulations, does not have a minimum width of approximately twenty feet; OR
    - (iv) any street, road, or highway where the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers Manual or Department of Transportation, Division of Design Standard, or other reasonable standard.
3. Any walkway, path, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier

along the entire pedestrian route is present and fixed between pupils and the track; and any crossing of railroad tracks carrying moving trains during hours that pupils are walking to or from school or to and from a designated bus pick-up area shall be deemed hazardous unless:

- a) a crossing guard is present; OR
- b) for pupil under age ten, an automatic control bar is present at crossings; OR
- c) for pupils over age ten, a bar or red flashing signal light is operational.

1. ~~4.~~ For pupils in grades K through 4, the following conditions shall be deemed hazardous:

- a) a lake, pond, stream, culvert, water-way, or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water; OR
- b) any area adjacent to a roadway, sidewalk, or bridge, along a designated walking route to or from school and/or to or from a designated bus pick-up area, having a drop of three or more feet per four feet of travel length on either side of the established lanes, in the absence of a fence or other suitable barrier.

5. For pupils in grades K through 8, walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous.

6. For all students, walking along any street, road, walkway, sidewalk, or path designated as a walking route which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.

7. It shall not be a “hazard” or “hazardous condition” for a pupil whose residence abuts a public street, road or highway to (1) wait for the bus on the private property where the pupil resides for the school bus, until the school bus’s flashing red lights are activated to stop traffic so that the student can enter onto or cross the public street, road or highway to get on a school bus; or (2) exit a school bus that is stopped on the public street, road or highway, when the bus’s flashing red lights are activated to stop traffic so that the pupil can enter onto or cross such street, road or highway to access the private property where the pupil resides.

## VI. Applicability and Exceptions

1. This policy is applicable to public road approved and maintained by the municipality or state of Connecticut, or private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c.
2. Special Education pupils and pupils eligible for accommodations under Section 504 of the Rehabilitation Act shall be judged on an individual basis, and appropriate transportation provided.
3. The Superintendent of Schools may grant an exception to any guideline set forth in this policy where a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment; or where under the circumstances, other conditions exist under which the safety of students necessitates a variance with the guidelines within this policy.

## VII. Complaint Procedure

1. All complaints concerning school transportation safety shall be made in writing to the Superintendent of Schools or designee. The Superintendent or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner. The investigation shall include 1) the review of the complaint raised with appropriate personnel responsible for transportation of students and 2) the opportunity for the parent or other person making the complaint to meet with the Superintendent to discuss the complaint and any possible resolution thereof.
2. Annually, within thirty (30) business days of the end of the school year, the Superintendent of Schools or designee shall provide the Commissioner of Motor Vehicles (“Commissioner”) with a copy of the written record of complaints received during the previous twelve (12) month period.
3. The Superintendent of Schools or designee shall make a written report of the circumstances of any accident within the Board’s jurisdiction and knowledge, involving a motor vehicle and any pedestrian who is a student, which occurs at a designated school bus stop or in the immediate vicinity thereof, to the Commissioner within ten (10) business days thereafter on a form prescribed by the Commissioner.
4. If a complaint covered by Section 10-186 of the Connecticut General Statutes, and is not resolved by the Superintendent, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of his or her right to request a hearing regarding the complaint. Such hearing, if requested, shall be held in accordance with Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.

Legal Reference: Connecticut General Statutes

- 10-186 Duties of local and regional boards of education re: school attendance. Hearings. Appeals to state board. Establishment of hearing board. Readmission. Transfers.
- 10-187 Appeal from finding of hearing board.
- 10-220 Duties of boards of education.
- 10-220c Transportation of children over private roads. Immunity from Liability.
- 10-221c Development of policy for reporting complaints regarding school transportation safety.
- 10-273a Reimbursement for transportation to and from elementary and secondary schools.
- 10-280a Transportation for students in non-profit private schools outside school district.
- 10-281 Transportation for pupils in nonprofit private schools within school district.
- 14-275 Equipment and color of school buses.
- 14-275b Transportation of mobility impaired students.
- 14-275c Regulations re: school buses and motor vehicles used to transport special education students.

ADOPTED: \_\_\_\_\_

REVISED: \_\_\_\_\_

9/16/2019

[6/24/2020](#)

Document comparison by Workshare 9 on Wednesday, June 24, 2020 3:50:19 PM

<b>Input:</b>	
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Document 2 ID	interwovenSite://sgdms.shipman.com/SG/238847/18
Description	#238847v18<SG> - Model Policy - Students/Transportation
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Deletions	4
Moved from	0
Moved to	0
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Format changed	0
Total changes	14

Non-Instructional Operations

Transportation Complaints

All complaints concerning school transportation safety shall be made to the Business Manager. The Business Manager shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations. The Superintendent shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty days of the end of the school year.

Legal Reference: Connecticut General Statutes

10-221c Development of policy for reporting complaints re school transportation safety.

Policy adopted: June 17, 1991

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

Transportation

It is the aim of the Weston Board of Education (hereafter, the "Board of Education" or the "Administration") to provide the Weston Public Schools with a safe transportation system, one which will enable all qualified children of school age to attend public school by school bus wherever transportation is reasonable and desirable. The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor Vehicles governing the operation of school buses. The Board of Education shall further attempt to maintain transportation schedules which shall provide equal opportunity for all qualified students consistent with efficient and economic operations.

*(Legal Reference: Ct. General Statutes: 10-220; 10-220(c); 10-221(c); 10-186; 10-76d; 10-97; 10-273a; 10-280a; 10-281; 14-275a; 14-275b; 14-275c; 14-280; and P.A. 90-112) (See STUDENTS, Student Behavior on School Buses, 5310)*

Key Provisions of the Policy

School	Elementary/Intermediate	Middle/High
Grade Level	K - 5	6 - 12
Eligibility for Transportation (Minimum Distance to School)	0.25 miles	0.50 miles
Maximum Walking Distance to Bus Stop	0.25 miles	0.50 miles
Length of Cul-de-sac for Bus to Enter	>0.25 miles	> 0.50 miles

*Policy adopted: February 5, 1990*

*Policy Revised: **May 18, 2009***

*Weston Board of Education*

*Weston Public Schools - Weston, CT*

## **Rules and Regulations:**

3541

### **Eligibility for Transportation**

It is the policy of the Weston Board of Education to consider eligible for transportation to and from school:

- All pupils in grades K-5 who live more than 0.25 miles from the school to which they attend.
- All pupils in grades 6-12 who live more than 0.50 miles from the school to which they attend.

Distance measurements will be based on the most direct route from the pupil's home beginning at a point at the curb or edge of a public road or highway nearest the home to the edge of the school property or bus pickup areas.

**Exceptions:** The Superintendent of Schools, or his/her designee, may waive the distance requirement for the following reasons:

- for children who for physical conditions or health reasons certified by a physician, are unable to walk to school; or
- if it is deemed that "hazardous conditions" exist (as defined in this document).

Students living within the stated distance limits will receive transportation when, in the opinion of the Board, it is in the best interests of the district to provide transportation.

All exceptions are subject to annual review for continuation.

### **Vocational Schools**

The Board of Education shall perform the following services for any student under twenty-one years of age who resides with his/her parents or guardian in Weston, and who attends a state or state-approved vocational school as a regular, all-day student or as a high school cooperative student:

- The Board of Education shall provide reasonable and necessary transportation.
- If the student attends any such school in a town other than Weston, provided that the cost of such transportation out of town would exceed the sum specified in the General Statutes, the Board of Education may elect to maintain such student in the town where they attend such vocational school.
- In no case shall the Board of Education be required to expend for transportation or maintenance of any student more than the amount specified by General Statutes in any one school year.

**Special Education Students**

*When a student eligible for special education services under the Individuals with Disabilities Education Act requires specialized transportation and/or transportation to public or private special education schools located out of town, appropriate transportation shall be provided.*

**Hazardous Conditions**

1. A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when the following conditions exist:
  - For all pupils, any street, road, or highway with speed limits in excess of forty miles per hour which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross or walk when going to or from school or the bus stop.
  - The usual or frequent presence of any nuisance, such as open manholes, construction sites, loading zones and commercial entrances/exits, which are dangerous and/or attractive to children.
  - For students in grades K-5, any location where three or more streets intersect, which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross or walk when going to or from school or the bus stop.
  - For students in grades K-5, street crossings where there are no stop signs or crossing guards and the traffic count during the time those pupils are walking to or from school exceed sixty (60) vehicles per hour at the intersection.
  - For students in grades 6-12, any location where three or more streets intersect, which has an average traffic count which exceeds ninety (90) vehicles per hour, which does not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross or walk when going to or from school or the bus stop.
2. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous when the line-of-sight visibility together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Drivers' Manual or the Connecticut Department of Transportation, Highway Design Manual.
3. Any street, road, walkway, sidewalk, or path designated as a walking route for pupils that pass through an area with a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when pupils ordinarily walk to or from school shall be deemed hazardous.
4. Walking to or from school or the bus stop at any time prior to one-half hour before sunrise or any time one-half hour after sunset shall be deemed hazardous for pupils in grades K-5.

5. A lake, pond, stream, culvert, waterway or bridge shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water for pupils in grades K through 5.
6. Any area adjacent to a roadway, walkway, sidewalk or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades K through 4.
7. Any street, road, or highway which has no sidewalks or raised walk areas shall be deemed hazardous if any one of the following conditions exists:
  - For pupils enrolled in grades K-5, any street, road, or highway possessing a speed limit of 30 miles per hour or higher.
  - For pupils enrolled in grades 6-12, any street, road, or highway possessing a speed limit of thirty-five miles per hour or higher.
  - For all pupils, any arterial or collector type roadway available to vehicles that does not have a minimum width of twenty-two feet along the path for which a pupil is expected to walk and/or when plowed free of snow accumulations, does not have a minimum width of twenty feet along the path for which a pupil is expected to walk.
  - For all pupils, any local type roadway that does not have a minimum width of eighteen feet along the path for which a pupil is expected to walk.
  - The usual or frequent presence of any nuisance, such as open manholes, construction sites, loading zones and commercial entrances/exits, which are dangerous and/or attractive to children.

The Administration of Weston Public Schools as designated by the Superintendent of Schools may grant an exception to any provision of the rules and regulations of this policy wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon the reasonable judgment of the Administration, after consultation with the Weston Police Department and/or the bus company Safety Officer. All exceptions are subject to annual review for continuation.

### **Appeals on Rulings**

Initial identification of hazardous conditions and the need for special transportation shall be the responsibility of the Administration of Weston Public Schools as designated by the Superintendent of Schools. All complaints concerning school transportation safety shall be made in writing to the responsible administration of the Weston Public Schools as designated by the Superintendent of Schools. The administrative designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations in a timely manner.

A request for reconsideration of a transportation decision and/or a hearing to appeal any administrative ruling on school transportation may be made by any parent, guardian, emancipated minor or adult student as follows:

- Submit a Bus Transportation Change Request form to the Director of Finance and Operations for Weston Public Schools, or his/her designee, who will consult with the parent, guardian, emancipated minor or adult student, the Weston Police Department and the bus company Safety Officer and render a decision.
- If no resolution is reached under section 1 above, discuss the matter with the Superintendent of Schools for Weston Public Schools.
- If no resolution is reached under section 2 above, the Superintendent shall inform parent or guardian, or an emancipated minor or a pupil eighteen years of age or older, of his or her right to request a hearing regarding the complaint, and shall provide the parent/guardian or adult pupil a copy of Section 10-186 of the Connecticut General statutes, and this regulation.
- The parent, guardian, emancipated minor or adult student who wishes to request a hearing under Section 10-186 of the Connecticut General Statutes and this regulation shall petition the Weston Board of Education in writing. The petition should contain a request for a hearing, a description of the transportation issue (ex., substantiation of a claim of a hazardous condition or variance from the Board policy), and an explanation of the requested transportation change.

After the Board of Education receives the petition, the following steps shall occur:

- The Board of Education may immediately grant the relief sought in the petition.
- If the petition is not immediately approved, the Board of Education shall grant a hearing within ten days, unless an extension of time is requested by the parent, guardian, emancipated minor or adult student. Such a hearing shall be held in accordance with the provisions of the Connecticut General Statutes, Sections 4-177 to 4-180, inclusive, of the Uniform Administrative Procedure Act, and Section 10-186 of the Connecticut General Statutes, as it may be amended from time to time.
- The Board of Education shall make a stenographic record or tape recording of such hearing.
- The Board of Education shall make a finding within ten days after such hearing.

Any parent, guardian, emancipated minor, or student 18 years of age or older, aggrieved by the finding of the Board of Education shall, upon request, be provided with a transcript of the hearing within thirty days of such request, and may take appeal to the State Board of Education.

The findings of the Board of Education shall be upheld by the State Board of Education unless it is determined that such finding was illegal, arbitrary, capricious or unreasonable.

### **Requirements for Bus Operations**

The Weston Board of Education places safety as its primary concern in the operation of its school buses. While efficiency in service and punctuality in the operation of buses are important and expected from the contractor and bus operators, the safety of school children must always take precedence.

**State roadways:** For bus stops on minor arterial type roadways such as state roads #53 and #57, buses will stop only at locations where the bus stop is on the right side of the bus in the direction that the bus is traveling. Students will not be expected nor permitted to cross these state roads.

**Heavy traffic area crossings:** For bus stops on collectors and local roadways, the Board of Education may exercise its discretion to authorize buses to stop only at locations where the bus stop is on the right side of the bus in the direction that the bus is traveling. Students will not be expected nor permitted to cross these roadways.

**Crossing roadways:** When children cross a roadway, the bus must remain stationary with its stop lights flashing until the children safely reach the opposite side of the road. Children must cross the road in front of the bus.

**Maximum speed:** Weston school buses shall be operated at a safe rate of speed consistent with the volume of traffic, intersections, curbs and any other condition requiring special caution. The maximum speed when carrying passengers shall not exceed speed limits for the roads traveled.

**Passengers:** No passengers or other persons other than pupils, teachers and school administrators, supervisory personnel, emergency service personnel, drivers in training, or individuals granted written permission of the Superintendent of Schools or his/her designee are allowed to board the bus during periods when pupils are present.

### **Cul-de-sac roadways:**

1. School buses will not enter a cul-de-sac that is shorter than 0.25 miles for Grades K-5 and .50 miles for Grades 6-12, as measured from the closest point of intersection with the main road from which the bus must turn into the cul-de-sac to the furthest point at the turning area of the cul-de-sac, unless one of the following conditions exists:
  - a. The bus stop or roadway on which the student must walk to the bus stop or school has been deemed a hazardous condition as defined by this policy; and
    - i. there is sufficient turning room to permit the bus to safely navigate the cul-de-sac and make a U-turn and head in the opposite direction; and
    - ii. the bus can safely enter and exit the cul-de-sac roadway.
  - b. Entering the cul-de-sac is necessary for the bus to make a direction change and proceed in the opposite direction from which it approached the cul-de-sac.

- c. There are 10 or more students who would be assigned to the bus stop at the intersection of the cul-de-sac and the main road.
  - d. The walking distance from a roadway extending off of the cul-de-sac turning area creates walking distances for students in excess of the maximum walking distance to a bus stop.
2. Where a cul-de-sac is not entered, the bus stop will be on the main road at the safest location closest to the point of intersection of the cul-de-sac with the main road.
  3. For a cul-de-sac to be entered there must be sufficient turning room to permit the bus to safely navigate the cul-de-sac and make a U-turn and head in the opposite direction.
  4. Where a bus enters a cul-de-sac shorter than 0.50 miles, the bus will stop only twice. The first stop will be at the last safe area prior to or within the turning area of the cul-de-sac. The second stop will be after completing the turn at the last safe area prior to exiting the straight portion of the cul-de-sac as the bus turns back onto the main road. A third stop may be added in certain circumstances if road and walking conditions make it reasonably necessary. Students must be waiting outside dwellings and in full view of the bus driver as the bus approaches the end of the cul-de-sac. Student pick up on AM routes shall occur prior to entering the cul-de-sac U-turn. Student drop off on PM routes shall occur after the cul-de-sac U-turn.
  5. Where a cul-de-sac is longer than 0.50 miles, the bus will typically stop three times. The first stop will be at the last safe area prior to or within the turning area of the cul-de-sac. The second stop will be after completing the turn at a point approximately one-half the distance from the main road to the turning point of the cul-de-sac. The final stop will be at the last safe area prior to exiting the straight portion of the cul-de-sac as the bus turns back onto the main road. A fourth stop may be added in certain circumstances if road and walking conditions make it reasonably necessary. Students must be waiting outside dwellings and in full view of the bus driver as the bus approaches the end of the cul-de-sac.
  6. Where a cul-de-sac is scheduled to be entered, bus drivers will have the sole discretion not to enter when there is an obstruction or when inclement weather prevents a safe entry/turnaround of the bus. Drivers will notify the bus dispatcher of their decision and the dispatcher shall call the parents of the children affected by the decision.

**Private roadways:** A Weston school bus shall not travel into a private road except under the following conditions:

1. To pick up and/or discharge student(s) whose Individualized Education Plan (IEP) requires such transportation, subject to the conditions below concerning standards for road construction and maintenance;
2. To pick up and/or discharge students residing on private roads, subject to the following criteria:
  - a) The road must meet the conditions set forth in Connecticut General Statutes, Section 10-220c, *i.e.* such road must be constructed and maintained in accordance with the standards for construction and maintenance of similar roads of the Town of Weston, as determined by the First Selectman, and
  - b) All owners of the road on which the Weston Public Schools vehicle(s) will travel must execute a waiver releasing the Weston Public Schools from any liability for damages to property that is not caused by the negligent acts of the Weston Public Schools and/or its agents;
  - c) The road must provide sufficient space to permit a standard size bus to pass oncoming vehicles and to circumnavigate the route without having to back up;
  - d) The road must be clear of snow and ice; and
  - e) The distance the student would otherwise have to walk exceeds the maximum walking distances set forth in this document.

**No Travel roadways:** Based on periodic studies conducted by the transportation function of the Administration, certain roadways in Weston may be deemed unsuitable for bus travel. A listing, which is subject to change, will be made available in the Business Office of the Board of Education.

### **Bus Stops and Schedules**

#### **Establishing Stop Locations and Route Schedules**

- A. The establishment of bus stops will be the responsibility of the Weston Public Schools. Bus operators must adhere to the schedules and to the designated bus stops established.
- B. In developing designated stop locations, the transportation function is to consider various factors. These include but are not limited to; the safety of a stop location and/or the route along which the student must walk to and from the bus stop, including sight distance afforded the student or oncoming vehicles; the number, speed and stopping distance of such vehicles; the topography of the area including the availability of a shoulder area along the roadway; the existence and type of foliage along the pathway; the proximity of water; the existence of steep slopes

- C. adjacent to the pathway; the possible requirement or limitation for the student to cross a road; and the age or special needs of each student.
- D. In developing designated route schedules, the transportation function is to consider various factors. These include but are not limited to: the time available for routes, stop and load times, bus capacity, geographic location of residences, anticipated speed of travel, distances between stops, equity of ride times for all riders, efficient use of equipment, and risk management practices.
- E. Bus stop locations and route schedules shall be created in accordance with the following guidelines:
1. The goal of the school district is to plan bus routes in which students shall be in transit on their bus shall not typically exceed 40 minutes. However, there may be exceptions due to unique circumstances.
  2. The goal of the school district is to have buses arrive at school approximately 10-15 minutes prior to the school start time for middle school and high school and approximately 5-10 minutes prior to the school start time for intermediate and elementary school.
  3. The goal of the school district is to have no single bus stop or set of bus stops in a particular residential area scheduled so that the students assigned therein shall be in transit for the longest length of time on both the AM and PM bus trips.
  4. The goal of the school district is to have, in most instances, the PM bus trips identical to the AM bus trips, thus reversing the length of time each student is in transit on the bus. However, if it makes reasonable sense based on the direction of travel for a particular bus trip, without sacrificing student safety, the sequence of a single bus stop or set of bus stops in a particular residential area may be changed on the PM bus trip.
  5. A door-to-door stop may be assigned to a student when the roadway on which the student must walk to any other bus stop has been deemed a hazardous condition as defined by this policy.
  6. A joint stop may be assigned to several students where no hazardous conditions exist from a student's home to the assigned pool stop. The exact location of a joint stop shall be determined by considering (a) the relative safety of the stop and (b) the respective grades of the students assigned to the stop.

**Pick-Up Time:** AM pick-up times are expected to be within  $\pm 5$  minutes of established schedules. Within this window period, bus drivers are not required nor expected to wait for students assigned to the stop.

**High traffic area stops:** The operator shall not stop his/her bus on the main traveled portion of the roadway when existing shoulders or adequate roadway width is available

or when curbs, bus stops or special facilities exist. When a bus is traveling on a minor arterial or collector type roadway and by its several stops causes a line of traffic to form behind it, in a safe place the operator should drive his/her bus to the side of the road and stop until the line of traffic has passed. Doors should be kept closed and lights should not be flashing during this time.

**Children Seated:** The bus operator shall not put his/her bus in motion until the door of the bus has been closed and all children have been seated.

### **Requirement for Compliance**

Motor vehicles used to transport school children eligible for Board of Education transportation services shall comply with all regulations established by the State of Connecticut and/or the United States Department of Transportation and all other legal requirements as may apply.

Drivers used by the contractor to provide transportation services to Weston Public Schools must meet all the specifications required by the Connecticut DOT/DMV and be in accordance with the regulations of the Connecticut State Board of Education concerning the transportation of public school children.

Drivers used by the contractor to provide transportation services to Weston Public Schools shall be subject to limited criminal background checks by the Weston Police Department and are required to have their fingerprints on record with the State of Connecticut and the Federal Bureau of Investigation as required by Commercial Drivers License regulations and the Connecticut Department of Motor Vehicles.

Drivers used by the contractor to provide transportation services to Weston Public Schools shall be subject to periodic drug and/or alcohol screening as mandated by State and/or Federal regulations. Identified legal, illegal or prescribed substance abuse incidents shall be immediately reported in writing to the bus company, who shall immediately report such incident to the Administration. A cause and determination hearing may be called to determine a bus company employees suitability as a school bus driver for the Weston School System when it is determined that such persons actions has already or may in the future, substantially effect the safety of the students. Any driver arrested, whether on or off duty, for operating a motor vehicle while under the influence of an intoxicating liquor and or drug, who is an employee of the bus company and holds a public service operators license, and in the course or their employment transports Weston school children, shall immediately notify the Bus company in writing, of such arrest as well as any conditions set by a State of local authority restricting the operation of their public service vehicle. The bus company shall immediately report such incident to the Administration.

**Maintenance:** The transportation bus contractor is responsible for maintaining vehicles used to transport students in full compliance with all applicable requirements, including but not limited to DOT and DMV requirements. The Superintendent of Schools and/or his/her designee may require the contractor to provide written record of maintenance efforts and inspections performed to verify compliance. The school district also has the right to conduct, or to require the contractor to conduct, inspections of the contractor's equipment and to require changes, repairs or additions to the equipment as necessary to comply with all applicable requirements to ensure the safe transportation of students.

**Bus Lists:** The contractor will, upon request, submit an updated list of buses to be used for Weston Public School transportation. The list of buses shall include the name of the manufacturer, the date of manufacture and the pupil seating capacity.

**Accidents:** The contractor shall make the trips on the time schedule required by the Board of Education and should a bus accident breakdown or other delay occur, it shall provide a substitute bus for the immediate transportation of the pupils, to the end that as little time as possible be lost, and safety assured. The Superintendent of Schools or his designee shall be notified of all accidents and all delays which prevent the buses from operating on schedule. The notification is to be given as soon as possible after the accident; breakdown or other delay is known.

**Driver conduct:** A driver, in the course of his/her duties as a representative of Weston Public Schools, is required to act with the highest level of personal, moral and ethical integrity and must exhibit a personal concern for the welfare of the children and families serviced by the organization. Weston Public Schools expects drivers and related personnel to conduct themselves in a manner that exemplifies leadership and that protects the interests and safety of children, parents, employees and the Weston Public Schools organization.

**Student conduct:** Transportation of students is considered an extension of the school day. Pupils riding the buses are to demonstrate behavior consistent with that expected during the school day. This includes, but is not limited to, being thoughtful of others, acting in a manner that supports safe operation of the vehicle, and contributes to the safe transport of those on the bus or those in the area in which the bus is operating. Please refer to the Weston Board of Education policy concerning Student Conduct for a more detailed description of expectations, and the consequences for violating such expectations, regarding student conduct on buses.

**Parental expectations:** Parents/Guardians should be familiar with bus rules intended to support the safe transportation of students. Parents/Guardians are encouraged to review these rules with their children and reinforce their expectation that children should act accordingly. This includes behavior during AM and PM travel between the home and the bus stop, any waiting time for the bus to arrive in the morning as well as time spent on the bus.

Parents/Guardians of Kindergarten students, or another person aged fourteen or above and designated in advance by the parent/guardian, MUST accompany each Kindergarten student to his/her designated bus stop in the morning and MUST meet each at his/her designated bus stop on return trips home. Bus drivers will not pick up or drop off a Kindergarten student unless that student is accompanied by such a person as described above.

**Information confidentiality:** Individuals may learn of or be entrusted with sensitive information of a confidential nature during the course of conducting Weston Public Schools business. Individuals shall not, at any time during or after his/her service to Weston Public Schools disclose, disseminate, convey, utilize, or otherwise profit from the use or sharing of confidential information.

**Compliance with Connecticut General Statutes:** The contractor will work with the Administration on compliance with Connecticut General Statute section 10-221(c) "*Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops*".

### **Glossary of Terms**

Definitions listed below are words or terms as they are used in the context of the transportation policy:

"Grade K" or "K" means kindergarten pupils.

"Grades K-2" or "K-2" means pupils attending Hurlbutt Elementary School.

"Grades K-5" or "K-5" refers to pupils attending Hurlbutt Elementary School or Weston Intermediate School.

"Grades 6-12" or "6-12" refers to pupils attending Weston Middle School or Weston High School.

"Hazard" means a thing or condition, as prescribed in this policy, affecting the safety of pupils walking to and from school, or to and from a designated bus pickup area.

"0.25 miles" means a reasonable measurement of a route to be traversed extending from the point of measurement 1,320 feet.

"0.50 miles" means a reasonable measurement of a route to be traversed extending from the point of measurement 2,640 feet.

"Pupil" or "Student" means any individual of school age enrolled in a public or private school located within the school district or contiguous school district as the case may be.

"Raised walk area or sidewalk" means a portion of the landscaped right of way at least three feet wide, usually parallel to the traffic lanes which may be paved or unpaved, distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, fencing, apart from and independent of any white line safety markings along the street pavement.

"School Transportation" means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly-owned equipment or by contract.

### Types of Roadways

"Minor Arterials" mean a type of roadway in rural areas that provide a mix of interstate and interregional travel service. Minor Arterials provide lower travel speeds than Principle Arterials, accommodate shorter trips and distances and lower traffic volumes but provide more access to properties. State roads in Weston are considered minor arterials.

"Collectors" mean a type of roadway characterized by a roughly even distribution of their access and mobility functions. Traffic volumes and speeds will typically be somewhat lower than those of arterials. For school transportation purposes, most two-way through roads in Weston are to be considered collector type roadways.

"Local Roads" mean roadways not classified as arterials or collectors and are characterized by their many points of direct access to adjacent properties and their relatively minor value in accommodating mobility. On these residential roads, speeds and volumes are usually low and trip distances are short. Through traffic is often discouraged. Residential dead-end roads including all cul-de-sacs are considered local roads.

"Walking distance" means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education.

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WESTON PUBLIC SCHOOLS  
Weston, Connecticut