

WESTBROOK PUBLIC SCHOOLS
Directory of Schools

Daisy Ingraham School
105 Good Speed Drive
Westbrook, CT 06498
Principal: Ruth Rose
Telephone: 860-399-7925
FAX: 860-399-2002

Westbrook Middle School
154 McVeagh Road
Westbrook, CT 06498
Principal: Sharon Weirsmen
Telephone: 860-399-2010
FAX: 860-399-2006

Westbrook High School
156 McVeagh Road
Westbrook, CT 06498
Principal: Tara Winch
Telephone: 860-399-6214
FAX: 860-399-2007

Office of the Superintendent of Schools
158 McVeagh Road
Westbrook, CT 06498
Superintendent: Patricia A. Ciccone
Telephone: 860-399-6432
FAX: 860-399-8817

WESTBROOK PUBLIC SCHOOLS



TRANSPORTATION HANDBOOK
2017-2018

**Westbrook Public Schools
Westbrook, CT 06498
Patricia A. Ciccone
Superintendent
860-399-6432**

Dear Parent/Guardian:

This booklet has been developed to provide you with important information regarding student transportation.

Safety is our highest priority. Please take a few moments to review the regulations detailed in this booklet with your student. Everyone involved in transportation, including the student, must practice safe conduct. Reviewing this material with your student demonstrates your interest and concern and allows you to play an important role in assuring the safety of everyone.

A second, but no less important, priority is efficiency. Our bus routes are designed to transport students to and from school safely and as quickly as possible within realistic fiscal constraints. The establishment of specific bus stops is an integral part of that effort. Each bus stop is selected based on site safety (sight line, ability to safely pull in and pull out of pickup points, available turn-around if necessary, etc.), student population and distance between stops.

If you feel that the bus stop established for your student is inconsistent with the policies and guidelines detailed in the following pages, please follow the procedure described in the section titled "Bus Stops".

By working together with the Board of Education, the bus contractor, and you, we can assure that each student is transported to and from school safely and efficiently each day.

Sincerely,

Patricia A. Ciccone
Superintendent

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District Transportation

The Board of Education provides transportation to and from school for all students in kindergarten through twelfth grade who are deemed eligible for such service.

Expect delays the first week of school while the driver settles in to the new schedule. Pick up times are only estimated times and may vary as students are added or deleted from bus routes during the course of the school year.

Bus Stops

Specific bus stops are selected based on site safety conditions (sight line, ability to safely pull in and out of pickup points, available turn-around if necessary, etc.), neighborhood student population and distance between stops.

Regular bus routes will pick up students on cul-de-sac and dead end streets only if the street exceeds ½ mile in length and provides safe and adequate turn-around space.

Each August, students are assigned bus stops based on their home address regardless of arrangements made the previous year.

Routes are posted in local papers two (2) weeks prior to school opening. If you have any questions regarding your assigned bus stop, please call First Student Transportation at 526-5833. A request for a change in a bus stop must be made through the school office. Drivers are not authorized to make changes in bus stops.

Walking Guidelines

A maximum walking distance to school provided route safety can be assured or to a bus stop shall be one (1) mile for grades K to 4 with adult supervision and one and one half miles (1 ½) for grades 5 through 8 and two (2) miles for grades 9-12. In addition every effort is made to limit per trip travel time to no more than one hour.

Day Care

Children are assigned bus routes to accommodate childcare situations. However, these special requests must be made in writing (see sample forms) one week prior to the effective date and days must be consistent.

Kindergarten, First and Second Grade Students

Kindergarten, First and Second grade students are required to have an authorized adult* **AT THE BUS STOP** at both pickup and drop off times. When there is no authorized adult present, the child will be returned to school. It is suggested that an adult be present for all young children. A child of any age or grade level, who, when arriving at their stop, is uncomfortable getting off the bus, may remain on the bus.

***Authorized adults are only those listed on the Emergency List.**

Kindergarten students in walking areas:

(There are no official walkers.)

Dangerous Clothing:

Safe transportation of your children is a joint effort. We ask for your assistance in reducing the potential for snagging incidents. Please eliminate accessories that are attached to the outside of your child's backpack (i.e.: key chains) and trim any long clothing or backpack strings and straps.

Items to & from home:

Items, which can fit in a backpack or duffle bag, are allowed. Musical instruments, which can fit in a student's lap, are acceptable.

Items not allowed on the bus include special projects, which cannot fit into a backpack as well as athletic equipments such as bats, balls, sticks, skis, glass containers, etc....*Bulky or non-permissible items are the responsibility of the parent to bring to and from school.*

NO LIVE ANIMALS, WHETHER TAME OR WILD, ARE PERMITTED.

Lost and Found:

Articles left on the school bus will be kept for one week. Students may retrieve lost items from the bus driver. Items not claimed within the week will be placed with the school or local bus office lost and found items.

First Student will not be held liable for the security of any items left on the buses.

Bad Weather Procedures

Delayed openings and cancellations:

In the event of bad weather, which prohibits safe transportation, school sessions may be cancelled or delayed. Information regarding cancellation or delays will be announced on the following television stations: Channels 3, 4, 8. Notices of delays and cancellations will also be sent directly to parents/guardians via through School Messenger alerts.

Please DO NOT CALL the school or bus company for this information as lines must be left open for emergencies.

Early Dismissals:

Emergency plans are to be completed by parents and returned to the classroom teacher. It is imperative that the school not be called for information regarding closings. All children should have an emergency backup plan should they arrive home to an empty house.

FIRST STUDENT SAFETY GOALS

All drivers are committed to the First Student Safety Goal

"

As a driver, I will not tolerate any behavior that distracts me or stops me from driving safely. As a driver, I will NOT tolerate any behavior that prevents all passengers from receiving safe transportation.

"

Conduct & Discipline Guidelines

School Bus Stops:

The ride to and from school should be an enjoyable, safe experience for all. By following a few simple rules, children can show consideration for others and assure their safety. The basic rules are as follows:

Be at your bus stop approximately five (5) minutes before the bus is due to arrive. Students must wait at the bus stop. Buses cannot wait for students waiting in their homes.

When waiting for the bus, stay out of the road. Stand well away from the bus when it arrives until it has stopped and the door is opened. The driver will indicate with a nod when it is safe to board the bus.

Go directly to your seat when entering the bus and remain here. Students may not stand, change seats, distract the driver, or throw anything.

When the bus arrives home get off promptly. Do NOT go for the mail. Wait to cross the road until the driver nods indicating it is safe to do so.

Bus drivers are forbidden to let you off at any stop other than your scheduled stop without written prior approval from an administrator or designee.

Obey the driver's orders. Parents should remind their children that bus transportation WILL BE DENIED to individuals who disobey these rules.

Student Behavior:

Student discipline is an especially challenging responsibility for drivers and administrators.

Misbehavior creates a hazard for everyone jeopardizing the safety and well being of all students.

Behavior on the bus is expected to be the same as within any classroom.

BUS SAFTY RULES

- FOLLOW THE DRIVER'S INSTRUCTIONS.
- DO NOT EAT, DRINK OR SMOKE ON THE BUS
- KEEP ALL HARMFUL MATERIALS (DRUGS, TOBACCO, ALCOHOL, WEAPONS) OFF THE BUS
- KEEP ALL PARTS OF YOUR BODY AND ALL OBJECTS TO YOURSELF AND INSIDE THE BUS
- KEEP THE NOISE LEVEL DOWN AND REMAIN SEATED, FACING FORWARD
- KEEP THE AISLE CLEAR AND DO NOT LITTER, WRITE, OR DAMAGE THE BUS

RULES FOR STUDENTS

1. Stay in your seat
2. Keep hands to yourself
3. Speak quietly to neighbor

CONSEQUENCES

1. VERBAL WARNING
2. ASSIGNED SEAT
3. WRITTEN REFERRAL

THE DRIVER MAY SKIP STEPS DEPENDING ON THE SEVERITY OR REPETITION OF RULES VIOLATED.

SERIOUS OFFENSES MAY WARRANT IMMEDIATE RETURN TO SCHOOL.

Bus transportation is a privilege, which may be denied to students who exhibit violent, destructive, or repetitive distracting behavior. Disciplinary reports are made to administrators for investigations and appropriate action. We ask that you support their recommendation.

Helpful descriptors:**Responsibilities of Parents:**

Supervision at the bus stop is a parental responsibility. Students come under school jurisdiction when they board the bus.

Responsibility of School Administration:

The school principal shall be responsible for establishing a positive disciplinary climate, which trains and educates children in acceptable behavior. The principal shall be responsible for the establishment and uniform enforcement of rules of conduct.

Weapons & Dangerous Instruments:

Possession and/or use of any type of weapon or dangerous instrument by a student will lead to disciplinary action, up to and including expulsion from the school system. The Board may modify the period of a mandatory expulsion on a case-by-case basis.

Due Process

Procedures for determination of removal, suspension and expulsion shall be fair and objective and shall meet legal requirements.

Disciplinary Action

Any action taken which is designed to correct a discipline problem and may include a broad spectrum of disciplinary measures ranging from denial of a privilege within a school to removal or suspension.

Emergency

A situation under which the continued presence of the student imposes imminent danger to a person or property, or such a disruption that a disciplinary hearing will be required.

Late Bus

A late bus is provided for the convenience of parents to allow students the opportunity to participate in after school activities. Bus stops on the late bus are designated differently than am & pm home to school routes according to BOE policy 3541. As this service is provided to middle school and high school only, stops may be within the 1.5 - 2 mile waling distance. No door to door service will be provided.

SAMPLE FORMS

**WESTBROOK PUBLIC SCHOOLS
DAY CARE BUS FORM**

Child's Name: _____ **Effective Date:** _____

Address: _____

Parent's Name: _____

Grade: _____ **Teacher:** _____

Home Phone: _____ **Work Phone:** _____

Bus to School: _____ **Bus Home:** _____

Child Care Provider Information

Name: _____ **Phone:** _____

Child Care Address: _____

(Please circle days that apply)

Bus from Day Care:

Monday Tuesday Wednesday Thursday Friday

Bus to Day Care:

Monday Tuesday Wednesday Thursday Friday

Day Care Bus In: _____ **Day Care Bus Home:** _____

I have read the day care guidelines on the reverse side of this form and agree to follow the school policies regarding bus changes:

Date

Parent/Guardian Signature

Received in school office on: _____

Dear Parents:

In August, students are assigned to bus routes based on their home address regardless of arrangements made the previous year. Assignment to an additional bus route for arrival or departure to accommodate child care arrangements will be approved only after a Day Care Bus Form has been completed and submitted to the school office. To ensure the safety and comfort of all students, we ask that you observe the following guidelines regarding bus changes:

Bus changes are only arranged and approved through the school office.

Bus changes for child care situations are considered when written notification has been sent from the parent to the school office one (1) week in advance.

Day care busing may take up to (1) week after receipt and approval of this form.

Day care arrangements from the previous year are not automatically transferred to the next year. A new Day Care Bus Form must be filled out yearly.

All day care forms/changes must be received two (2) weeks before school opening to ensure processing for the first day of school. Any forms/changes received after this date will have a one (1) week waiting period. (Special consideration will be given to existing stops). Please arrange for a back-up day care provider if you do not meet this cut off date.

Forms will be available from the school office.

Bus changes for routine childcare must be reasonable and the days consistent so as not to be confusing to the child, teacher or driver.

Please fill out the Day Care Bus Form on the reverse side and return it to the school office. Please call the school if you have additional questions or concerns.

(Over)

WESTBROOK PUBLIC SCHOOLS

BUS STOP CHANGE FORM

Child's Name: _____ Effective Date: _____
(one-week notification needed)

Address: _____

Grade: _____ Teacher: _____

Parent's Name: _____

Home Phone: _____ Work Phone(s): _____

Bus to school: _____ Bus Home: _____

New Address Information:

Name: _____ Phone: _____

Old Address: _____

New Address: _____

Date Parent/Guardian Signature

To be completed by school:

Received in school office on: _____

New Bus In: _____ New Bus Home: _____

WESTBROOK PUBLIC SCHOOLS

BUS STOP ADDITION/RELOCATION REQUEST

Child's Name _____ Grade: _____

Address: _____

Parent's Name: _____

Home Phone: _____ Work Phone(s): _____

Do you believe the current bus stop is safe? _____ Yes _____ No

If Yes, please specify (see policies – Appendix A): _____

Other reasons: _____

Date Signature

Return completed form to: Westbrook Public Schools
Superintendent of Schools
158 McVeagh Road
Westbrook, Ct 06498

WESTBROOK PUBLIC SCHOOLS

BUS STOP ADDITION/RELOCATION REQUEST

Child's Name _____ Grade: _____

Address: _____

Parent's Name: _____

Home Phone: _____ Work Phone(s): _____

Do you believe the current bus stop is safe? _____ Yes _____ No

If *Yes*, please specify (see policies – Appendix A): _____

Other reasons: _____

Date Signature

Return completed form to: Westbroook Public Schools
Superintendent of Schools
158 McVeagh Road
Westbrook, Ct 06498

APPENDIX A
SCHOOL BOARD POLICIES

Business/Non Instructional Operations

3541(a) s

Transportation

The Board of Education will provide transportation under provisions of state law and regulation, under contract, for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means.

The Superintendent of Schools shall administer the operation so as to:

1. Provide the maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
Assist handicapped students appropriately.

Enrich the instructional program through carefully planned field trips
As recommended by the staff.

Several factors must be taken into consideration for determining the maximum walking distances appropriate to the ages and grade levels of school children while insuring adult supervision and route safety as follows:

- A. Students enrolled in grades K through 4, up to one (1) mile with adult supervision only,
- B. Students enrolled in grades 5 through 8, up to one and one-half (1 ½) miles; and,
- C. Students enrolled in grades 9 through 12, two (2) miles to school

For bus transportation, a student enrolled in the kindergarten will be picked up and discharged to a responsible/designated adult. The pick up and discharge will be at his home except (a) where the child lives at a short dead-end street, (b) where the child lives at a reasonable walking distance from the school or bus stop, (c) where there is difficulty in turning the bus around, or (d) where road conditions are deemed too dangerous for a bus to travel.

The prescribed walking distances will also take into consideration the health and physical fitness of the student and environmental and safety hazards. A doctor's certificate and/or statement from the school nurse shall determine the physical fitness of a student.

Authority

The Westbrook Board of Education or its designee shall have full authority to:

Establish the route and establish the loading and discharge points along the routes.

Determine the safest walking distances based on the extent and seriousness of the highway and road hazards.

Accommodate physically exceptional children and require acceptable data or a physician's certificate concerning the health or condition of the child at any time.

4. Delegate disciplining responsibilities to building administrators.

School transportation services are provided exclusively for the benefit and safety of the student population and are to be used only in support of programs and authorized by and under the auspices of the school board. Only school and bus personnel are permitted to board the bus unless specifically authorized by the driver or school administrators.

Changes to the assigned bus stop, bus stop procedures or designated supervising adults are only arranged and approved through the school office in accordance with the established procedures for the school.

BOE adopted: July 10, 2007;

BOE revised and readopted December 09, 2014

For legal references, refer to website: www.westbrookctschools.org
Board of Education Policies.

*****First Student policy dictates that as a security measure, under no circumstances are parents or non-enrolled students permitted on the bus. Any attempt to do so may result in immediate notification of the police.**