

## **Policy Committee Meeting**

Wednesday, November 4, 2020 10:00 AM

Via Zoom (US) +1 346-248-7799? Passcode: 187452, 24 School Road, Weston, CT  
06883-1623

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

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

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

A. COVID-19 - relevant policies to consider

B. Transportation

C. Sustainability

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

A. New Directives from the State (TBD)

### **V. Adjourn**

**Board of Education Regular Meeting**

October 19, 2020 - 6:00PM Via Zoom

**Attendance Taken at 6:03 PM**

Members Present:

Anthony Pesco  
Melissa Walker  
Ruby Hedge  
Gina Albert  
Taffy Miller

**I. Call to Order Verification of a Quorum**

**II. Pledge of Allegiance**

**III. Recognition**

- a. Recognize the Donation from the Weston Gun Club for WHS Digital Sound Board

**Motion Passed:** Move that the Weston Board of Education recognize the donation from the Weston Gun Club for a digital sound board at Weston High School; passed with a motion from Gina Albert and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

**IV. Approval of Minutes**

**Motion Passed:** Move that the Weston Board of Education approve minutes from September 22 Regular Meeting, September 25 Budget Workshop, October 6 Executive Session, October 8 Special Meeting and October 13 Budget Workshop; passed with a motion from Gina Albert and a second by Taffy Miller.

**5 Yeas - 0 Nays, 2 - Absent**

**V. PUBLIC COMMENT** - \*Members of the public can view the meeting by watching the live stream on the WPS YouTube channel. Please view the Google Calendar on the District website for the link to the agenda, YouTube live stream link and link to the Public Comment Form.

Discussion:

At the time of this agenda item there was no public comment.

NOTE: Please see below for a new motion to re-open public comment.

**VI. Student Board of Education Representative Comments**

Discussion:

Dr. McKersie explained to the Board of Education that the two Student Board Representatives had a conflict with this meeting due to their team sports. They had reached out to Dr. McKersie and asked if they could provide a written note. Dr. McKersie then asked Ms. Wolak to read from the note. This note will then be forwarded to the Board of Education and posted in the public record.

**VII. New Business**

**a. Acceptance of the Retirement of Dana Goetz, WMS, English/Language Arts Teacher as of June 30, 2021**

**Motion Passed:** Move that the Weston Board of Education accept the retirement of Dana Goetz, WMS, English/Language Arts Teacher; passed with a motion by Gina Albert and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

**b. Schooling Scenarios Update and Voluntary Distance Learning Update**

Discussion:

Dr. McKersie explained that he would begin the discussion then would ask each administrator to update the Board. It was asked that all questions wait until the end of the updates. Dr. McKersie let the Board know he updated the Health and Safety Manual with adjustments and will be sending it back out to the administrators. There were seven major adjustments. As of today, some Connecticut school districts were going into long-term distance learning, not a shut-down as schools did in the Spring. Our advisors are supportive of our move to full opening K-5. They believe it is smart of us to try now for a full return, due to the vigilant use of masks, PPE and staff and students staying home when they do not feel well. The data and advisors are still not supporting a full return to middle and high school.

Dr. Craw then discussed the two changes in the district scheduled for October 26, 2020; our K-5 grades will be moving to a full day, all day, synchronize learning and our middle school will stay hybrid but move to full day. These schedule shifts will also be affecting our VDL students, and there is a VDL Learning Session for parents set up later in the week.

Ms. Edwards began her update by recognizing the efforts of the Special Education team for all they have done over the last few months. They have not only dealt with the ever changing landscape of education, but have dealt with a record number of evaluations and PPT's due to last school years closure and the new environment we are all in. Ms. Edwards is focusing on making sure all the work is aligned with the state modifications and new models for this new schedule.

Mr. Cross then began to explain how the shift in schedules affects the buses and drop off and pick up process. In working with the Weston Police Department it was decided that all cars will enter the campus through Lords Highway. If a family has a student at both Hurlbutt and Weston Intermediate, the District asks that you pick up your WIS student first, then continue onto HES. This is to alleviate the backup during dropoff and dismissal.

Ms. Kaddis and Ms. Falber then discussed changes to the classroom set up to enable all students to return to classroom. They expressed how important the collaboration between staff and administration to make this full shift successful. They also explained that Wednesdays will have an early release in order to provide more professional development to staff.

Mr. Doak then explained how the Middle School will still be on hybrid but move to a full day. This will make the student's schedule more

reflected of past years. He also stated that the student's did gain important down time with having every other morning off, but believes this time can be transitioned to the Wednesday afternoons, when staff will be in professional development.

Ms. Wolak explained that the high school was not yet changing their model. That they are still working out issues that will occur when they return to full in, such as working out the lunch schedule.

The BOE was then invited to ask their questions.

- Ms. Hedge asked that the enrollment numbers, while in the past stopped being updated on October 1<sup>st</sup> (the date that the State of Connecticut takes as the official enrollment of schools) be continuously updated to better reflect the actuals in regards to the VDL enrollment. Ms. Walker also asked for the tracking of families who are moving to the VDL model, now that HES and WIS will be full in.
- Ms. Miller asked that the District also provide a listing of those families who have decided to homeschool.
- Ms. Hedge asked that the District recruit a VDL parent to begin attending the COVID-19 Taskforce meetings.
- Ms. Hedge asked how student spacing in buses would work. Mr. Cross explained that the District is following all State guidelines in regards to transportation.

After the questions section, Mr. Pesco explained that due to an error in the CAGE posting of the agenda, the incorrect time was posted, and a public comment came in through their emails. A new motion was passed.

**Motion Passed:** Move that the Weston Board of Education reopen the public comments google form and that public comments be read before the Superintendent's report; passed with a motion by Gina Albert and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

#### **c. Third FY 2021 Financial Update**

Discussion:

Mr. Cross provided the third FY 2021 Financial update, which includes three years' worth of historical data. Currently there is a deficit of \$81,751, which is lower than the opening projection. All WTA salaries are encumbered with AFSCME's salaries to be encumbered next month.

He also updated the Board on the FEMA Reimbursement process and the Corona Relief Fund. Ms. Miller asked if they have exhausted all philanthropic opportunities in regards to COVID. Dr. McKersie explained that there was a not a designated employee to search out these opportunities and that district like Weston would not typically qualify for relief.

**Motion Passed:** Move that the Weston Board of Education approve the third FY 2021 Financial Update; passed with a motion by Gina Albert, and a second by Taffy Miller.

**5 Yeas - 0 Nays, 2 - Absent**

**d. Revised FY20 Year End Financial Report**

Discussion:

Mr. Cross discussed the reconciliation of the books with the Town. After looking at all open purchase orders and having closed some, we will end FY20 with a balance of \$824,918. Of that amount, \$600,000 was transferred to the town leaving \$177,568 in to the non-lapse account. Due to the closure of some purchase orders that were closed or reduced, Mr. Cross recommends asking the Board of Finance to increase the non-lapse account by \$47,350.

**Motion Passed:** Move that the Weston Board of Education approve asking the Board of Finance to add \$47,350 to the newly-established non-lapsing account; passed with a motion by Gina Albert and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

**e. Weston Board of Education Policies, Regulations, and Bylaws**

**1. Policy and Regulation 6154, Homework**

Discussion:

Ms. Walker provided a first reading of the Homework policy. This policy had begun on the Policy Committee and was reviewed by the Curriculum Committee. This policy is to clarify the district's beliefs and as a clear communication to parents, students, and staff.

**2. Policy 3541.5 Transportation Complaints**

Discussion:

Ms. Walker provided a first reading of the Transportation Complaints. The updates were required changes to the reporting process.

**3. Policy and Regulation 5132.1 C - Use of Face Coverings in School (New)**

Discussion:

Ms. Walker provided a first reading of the Use of Face Coverings in School. She explained this was already in practice and aligns with the Weston Health and Safety Manual.

**4. Policy Hate Based Conduct**

Discussion:

Ms. Walker provided a first reading of the Hate Based Conduct policy. She explained that this aligns with other school district's policies though it has been updated to become broader by design. This was created to cover the conduct not reflected in other policies. Ms. Arena questions if this policy will add more burden to the district in regards to monitoring electronic messages. It was explained that the schools are already addressing this, this policy lays out when it is Weston responsibilities.

**f. FY 22 Budget Calendar Approval**

Discussion:

Mr. Cross explained that the Budget Calendar was updated to reflect the changes discussed at the last Budget Workshop. A full discussion can be found on the BOE Video link of this Workshop.

**Motion Passed:** Move that the Weston Board of Education approve the FY 22 Budget Calendar; passed with a motion by Gina Albert and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

**g. FY 22 Budget Assumptions Approval**

Mr. Cross explained that based on the workshop discussions the following changes occurred:

- o Make an adjustment on item #3 - added a sentence - Projection to be updated November 2020.
- o #11 - Administration endorsing the Tri-Board meeting
- o Added assumptions for health insurance cost
- o Enrollment will be updated in November 2020 and January 2021
- o Edit to add wording to the title of the enrollment projections "Preliminary as of date"

**Motion Passed:** Move that the Weston Board of Education approve the FY 22 Preliminary Budget Assumptions; passed with a motion by Gina Albert and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

**VIII. Old Business**

**a. Weston Board of Education Policies, Regulations, and Bylaws**

**1. Second Reading of Policy and regulation 5135, Student Use of the District's Computer Systems and Internet**

**Motion Passed:** Move that the Weston Board of Education approve the Policy and Regulation 5135, Student Use of the District's Computer Systems and Internet; passed with a motion by Ruby Hedge and a second by Gina Albert.

**5 Yeas - 0 Nays, 2 - Absent**

**2. Second Reading of Policy and Regulation 5136, Use of Privately Owned Technology Devices by Students**

**Motion Passed:** Move that the Weston Board of Education approve the Policy and Regulation 5136, Use of Privately Owned Technology Devices by Students; passed with a motion by Ruby Hedge and a second by Taffy Miller.

**5 Yeas - 0 Nays, 2 - Absent**

3. Second Reading of Policy and Regulation 4118.11-4218.11,  
Personnel Sex Discrimination and Sexual Harassment

**Motion Passed:** Move that the Weston Board of Education approve the Policy and Regulation 4118.11-4218.11, Personnel Sex Discrimination and Sexual Harassment; passed with a motion by Taffy Miller and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

4. Second Reading of Policy and Regulation 5114.6, Student  
Sex Discrimination and Sexual Harassment

**Motion Passed:** Move that the Weston Board of Education approve the Policy and Regulation 5114.6, Student Sex Discrimination and Sexual Harassment; passed with a motion by Taffy Miller and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

**Added Agenda Item : Public Comment:**

Gregg and Jenn Haythorn, 6 Winthrop Hill - As drafted, this year's Budget Assumptions submitted by the Superintendent will have no measurable impact on budget work or educational benefit. They are only statements of the obvious, ambiguities, and lofty ideals- not actual budget drivers. For example, the BoE has never asked if a proposed budget change would produce better "global citizens" as is the number one assumption as drafted by the Superintendent.

Instead, the BoE should inform voters of actual fiscal factors and assumptions, such as:

1. **Enrollment:** Weston budgets to the "mid" projection, despite the documented discrepancy to historical trend and outdated methodology. Weston's BoE and Administrators ignore the "low" projection scenario, declining to deliberate or present what has historically proven to be the most accurate scenario to the PTO, BoS and BoF.
2. **Goals and Priorities:** Weston budgets without measurable fiscal, performance, or academic targets. Experience indicates that Senior Administrators prioritize top spending per pupil, highest administrator to student ratios, and greatest facility square feet per pupil. The Superintendent has declared that rationalizing excess school facility space after close to a -15% enrollment decline would be "impossible". Digital learning and education tech spending has been the lowest budget priority- since last year these were recommended as first to eliminate.
3. **Funding Strategy:** For essential projects and services such as the Hurlbutt playground, septic system repair, and SPED transport, the District is dependent upon a combination of increasing charitable donations and annual increases in activity fees, dues, and ticket sales at rates far in excess of inflation and "peer" Districts. As well as BoF special appropriations in excess of voter-approved spending, masking

true increases in District spending. Today, these revenue sources are equal to about 50% of the average increase in voter-approved spending.

4. **Term:** Weston's BoE devotes 60% of its aggregate time each year to the review of a 12-month line item budget increase- amounting to only 1% of total spending after contractually-agreed pay and benefit increases. This despite no Federal or State mandate to do so, and despite that software could perform the same work instantly vs the 4+ months required by the BoE. Weston budgets with no public long-term financial projection or operating plan, obscuring public perception of Administrative performance. Because the Superintendent has declared multi-year budget planning to be "impossible", the District will manage perceptions and reluctantly pro forma budget a 2-year term.
5. **Flying Solo:** Despite the smallest and declining total PK-12 enrollment in the region, Weston operates independently, relying solely on in-house resources and skills. Strategic shared services and investments with neighboring Districts are not considered.
6. **Contracts:** Senior Administrators consider annual compensation and benefit increases the minimum basis for requested spending growth and present this sum as uncontrollable with the tacit approval of the elected Board members.
7. **Cuts:** Requested spending increases are "cut", versus changing and innovating. The threat of cuts to "core" education programs is the Senior Administrators' preferred tactic in ensuring majority voter support for increased spending.
8. **Facilities and Maintenance:** Any alternative Campus operating scenario would ostensibly cost upwards of \$100,000,000 in capital expense to produce comparable educational results. Therefore, Weston voluntarily defers \$10,000,000s in essential campus maintenance.
9. **Accounting:** Weston's District erases the accounting record of \$ millions in aggregate chronic annual overspending by adding BOF special appropriations to the original voter-approved budget total, so that the budget record equals total actual spending every year.
10. **SpED:** According to Senior Administrator characterizations, SPED mandates and unpredictable enrollment inflate otherwise "controllable" District spending increases and overspending- despite lowest in the State SpED enrollment as a % of District total.
11. **Benchmark Comparisons:** To justify top spending per pupil, the Board compares budget requests only with neighboring Districts, all with at least 2X Weston's enrollment and better-funded by a diverse tax base. Senior Administrators and Boards reject State of CT Dept. of Education's Annual District Performance Reports as a source of objective comparative data.

At top spending per pupil in the State and nation, Weston can do better once we communicate accurately. Thank you and stay safe. Jenn and Gregg

## **IX. Superintendent's Report**

### **a. District Update**

Discussion: Dr. McKersie told the Board of Education that the State of Connecticut has temporarily allowed the use of remote days in place of snow days. This will also depend on the level of the storm; ie. Power outages.

## **X. Committee Reports**

Discussion: Dr. Pesco opened up the meeting to the Board to discuss any committee updates.

Ms. Miller said that the Curriculum Committee was shown an extraordinary presentation and there followed a discussion about diversity and inclusion in curriculum. She suggests that this be presented to families in a zoom.

Ms. Hedge discussed the Weston Education Foundation giving a three thousand dollar grant to Weston CIL/Teacher Christine Cincotta to purchase books from authors of diverse backgrounds. Ms. Hedge explained that WEF is looking to give out grants focusing on social justice.

Mr. Pesco then apologized for the incorrect posting of time for the Agenda and subsequent timing of public comments, as the comments are very valued. He then raised the question of the Board moving back to a physical location at Weston Middle School.

Ms. Miller explained that the estimate to upgrade to the Weston Middle School library to make it feasible for the video and audio portion of the meeting, while also keeping socially distant and wear masks was a significant expense. The current video will not capture all the members and the sound will not work through the masks. This issue was discussed at the Communications Committee meeting. Also discussed was whether it made sense to upgrade the middle school over another location in another school. This topic will go to the Facilities Committee followed by the Finance Committee.

**XI. Next Scheduled Meetings of the Board of Education**

- a. Regular Session on November 16, 2020 6:00 p.m.**
- b. Review Pending Agenda Items for Next Meeting**

- McGlone and Broom Enrollment
- Data Engagement Report
- Annual Statistical Report
- Policies
- Pre-K Tuition
- Recognition of Teacher of the Year

Dr. Pesco mentioned that between this meeting and the November meeting they would like to set up the Tri-Board meeting, which consists of the Board of Finance, Selectperson, and Board of Education to kick off the budget planning process and better understand the Board of Finance's town budget.

Prior to that he would like to set up a workshop for District Goals. Due to the quick turnaround it was decided it would just be a draft of materials without the budget numbers.

**XII. Adjournment**

Discussion:

The meeting was adjourned at 9:15 p.m.

**Motion Passed:** passed with a motion by Taffy Miller and a second by Ruby Hedge.

**5 Yeas - 0 Nays, 2 - Absent**

DRAFT

## Non-Instructional Operations

### 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** Doesn't exist

#### 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
Lengths 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:**  
**Eligibility for Transportation**

It is the policy of the Weston Board of Education to consider eligible for transportation to 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 requirements 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.*

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.

### **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:
  - a. 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.
  - b. The usual or frequent presence or any nuisance, such as open manholes, construction sites, loading zones and commercial entrances, which are dangerous and/or attractive to children.
  - c. 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.
  - d. 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.
  - e. 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, river, 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 grades K through 5.
6. Any area adjacent to a roadway, walkway, sidewalk or bridge having a drop of three 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. Phil questions grades**
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 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. **Do we want to keep these but move down below to section Bus Stops and Schedules?**
- 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.

**Do we want to list complaint procedure as we have a separate policy on it?**

**Complaint Procedure**

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.

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.

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.

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.

### **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.
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:** 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 45 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 15 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 or 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 affect 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 a 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/her 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 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 walking route and/or 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.](#)

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 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, [or a school program appropriate to a beginning pupil.](#)

"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 traverse 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.

Regulation adopted: February 5, 1990

Regulation revised: May 18, 2009

WESTON PUBLIC SCHOOLS

Weston, Connecticut

**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

Input:	
Document 1 ID	interwovenSite://sgdms.shipman.com/SG/238847/17
Description	#238847v17<SG> - Model Policy - Students/Transportation
Document 2 ID	interwovenSite://sgdms.shipman.com/SG/238847/18
Description	#238847v18<SG> - Model Policy - Students/Transportation
Rendering set	standard with comments

Legend:	
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<del>Moved from</del>	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

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Moved to	0
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Format changed	0
Total changes	14

## **SAMPLE DISTRICT SUSTAINABILITY POLICY**

Sustainability means using, developing and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet their needs, from the joint perspective of environmental, economic and community objectives.

The [            ] School District will strive to conduct its operations and make decisions that support sustainability by minimizing negative environmental impacts while protecting current and future human health and well-being in economically viable ways. Principles of sustainability will be a framework for decision making.

The [            ] School District will demonstrate responsible leadership by making decisions and conducting operations with the following priorities in mind:

1. Protect students, staff, and our community from environmental harm. The District will strive to eliminate the use of potentially toxic and harmful substances.
2. Prepare our students for the future. The District will provide a high quality education that supports concepts and practices of environmental, social, and economic responsibility and sustainability.
3. Preserve current and future resources. The District will adopt practices in operations that balance environmental, social, and fiscal responsibility to protect and enhance the future quality of life.

In order to achieve the aims of this sustainability policy, the Board will incorporate sustainable goals into future strategic plans and directs the Superintendent and Business Administrator to develop additional policies, practices and procedures that create a legacy of leadership in sustainability across all District schools, including instruction, operations, construction, facilities, land use, energy conservation, and environmental integrity.



# WERRIBEE PRIMARY SCHOOL SUSTAINABILITY POLICY

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## RATIONALE

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Werribee Primary School recognises that the environment is integral to the quality of our student's lives. We endeavour to reduce our ecological footprint through adopting sustainable practises in our everyday lives.

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## PURPOSE

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To embed an environmentally conscious culture within the school community through curriculum and extra curricula activities.

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## OBJECTIVES

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- To minimise **waste** produced by the school and increase the percentage of material that is reused, recycled and composted.
- To reduce the amount of **energy** used by the school through smarter practices and greater efficiency as well as working towards using carbon neutral energy sources, such as solar panelling.
- To increase the **biodiversity** of the school by planting indigenous species and increasing the habitat area for local wildlife.
- To minimise the consumption of **water** at the school through the improvement of plumbing systems and conservation programs.
- To undertake a '**green purchasing**' program to reduce environmental impacts and educate the community on making environmentally friendly choices for life.

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## BROAD GUIDELINES

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### CURRICULUM FOCUS

Werribee Primary School will implement a hands-on approach to education for sustainability. This will be achieved through the curriculum planning at each year level and organisation of whole school events, such as, Clean Up Australia Day, National Tree Day, guest speakers, end of lunch clean ups, etc.

### ACTIVE COORDINATORS

Werribee Primary School will support the sustainability initiatives of:

- Student Environment Team
- Student Representative Council
- Sustainability Committee (for interested teachers and parents)
- Sustainability Sub Comiitee of School Council

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## IMPLEMENTATION

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The following strategies will be incorporated into the regular practises of our school community and apply to all students in all grades.



#### **WASTE**

- To minimise waste by using systems, such as, recycling bins, composting, rubbish free lunches, snack shacks.
- To strive for and maintain litter-free school grounds.
- To develop in-house recycling programs such as paper/cardboard, flexible plastic, printer cartridges and other electronic waste.
- To be a drop-off point for the community to reuse/recycle mobile phones, flexible plastics and household items (eg. shoes, books, clothing).

#### **ENERGY**

- To use resources and equipment as efficiently as possible.
- To minimise energy use by using systems, such as, energy frog journals, participation in Earth Hour and National Ride2 School days annually.
- To choose the most appropriate energy saving methods available, such as, sensor lights, blinds and having appliances that are 4 star plus energy rating.
- To continue the Walk2School program that promotes sustainable transport and healthy lifestyle practices.

#### **BIODIVERSITY**

- To continue to increase biodiversity in the school yard, through participation in the Biodiversity in Schools program working in partnership with Werribee Zoo.
- To plant indigenous plants in the school grounds and participate in National Tree Day annually.
- To continue to have yard clean ups and litter management, such as, eating inside, food only to be eaten in Snack Shack areas, nude food days, lunch box audits.

#### **WATER**

- To involve the whole school community in the planning of water conservation and storm water quality initiatives.
- To use resources and equipment as efficiently as possible.
- To use effective means of conserving water, such as, water tanks for flushing toilets.
- To be a "Water – Learn It, Live It" school and achieve milestone accreditations in partnership with City West Water.
- To choose the most appropriate water saving methods such as water tanks, water friendly gardens and having appliances that are 3 star plus.
- Regularly maintain facilities, such as leaking taps, toilets etc.

#### **GREEN PURCHASING**

- To develop a 'green purchasing' program where economically viable.
- To use more environmentally friendly products (e.g. stationery, toilet paper, tissues, cleaning products).
- To purchase fair trade products where possible (e.g. soccer balls, coffee).
- To purchase 100% recycled paper for printers, photocopiers.
- To increase the use of furniture and equipment made from second hand or recycled materials.

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#### **EVALUATION**

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This policy will be reviewed every 3 years in accordance with "Resourcesmart AuSSI Vic" criteria and strategies.

*Endorsed by School Council 19 August 2014*

*Review Date: August 2017*

# Environmental Education Policy for Schools

This policy supports effective environmental education programs in NSW public schools, provides guidelines on managing school resources in accordance with ecological sustainability and is a starting point for addressing global environmental issues.

## **1. Policy statement**

1. All schools will develop and implement a school environment management plan that is meaningful to the whole school community and is evaluated at regular intervals.
2. The school environment management plan should:
  - be incorporated into the whole-school plan
  - link school administration and management with curriculum plans
  - be organised under the three focus areas of curriculum, resource and grounds management.

## **2. Audience and applicability**

1. Principals and school communities.

## **3. Context**

1. Environmental education is based on the principles of ecologically sustainable development legislated in the NSW Protection of the Environment Administration Act 1991.

## **4. Responsibilities and delegations**

1. The principal is responsible for the development and implementation of a school environmental management plan.

## **5. Monitoring and review**

1. Principals and school communities should evaluate and monitor the effectiveness of their school environmental management plan at regular intervals.
2. The Director, Early Learning and Primary Education will monitor the implementation of this policy and will report, as required, to the Executive.

## **6. Contact**

1. Director, Early Learning and Primary Education  
02 7814 2756