

**Please Note: These minutes are pending Board approval.  
Board of Education  
Newtown, Connecticut**

Minutes of the Board of Education meeting on December 5, 2017 at 7:30 p.m. in the council chambers at 3 Primrose Street.

M. Ku, Vice Chair	L. Rodrigue
D. Leidlein, Secretary	J. Davila
J. Vouros	R. Bienkowski
R. Harriman-Stites	Staff
A. Clure	Public
D. Cruson	Press
D. Delia	

Dr. Rodrigue called the meeting to order at 7:30 p.m.

Item 1 – Pledge of Allegiance

Item 2 – Celebration of Excellence

Dr. Rodrigue was pleased to recognize and celebrate the NHS band for their undefeated season and winning the State and National Championships.

Michelle Hiscavich provided information on these accomplishments and congratulated the marching band members, Kurt Eckhardt and his staff, and also the band parents for all they do for this program.

Item 3 – Election of Officers

Dr. Rodrigue went over the procedure for the election of officers and called for nominations for each position.

Mrs. Harriman-Stites nominated Michelle Ku for Chair and spoke to her nomination. She stated that for the past four years Mrs. Ku has represented the Board of Education with integrity and the highest level of knowledge. She researches every decision and has represented the Board at the State level and at C.A.B.E.

Mr. Cruson nominated Mr. Clure for Chair and stated that he has shown the ability to hold the position of Chair because of his leadership and will bring fresh ideas which will be beneficial to the Board of Education.

Mrs. Leidlein spoke to Mrs. Ku's nomination as she feels she has taken the lion's share of this Board's work on the national, local and state level. She also represents the Board very well in front of other Town boards and the community as a whole. We need someone with her leadership experience and she has the best interest of the district.

Mr. Clure thanked Mr. Cruson for his nomination and feels there are opportunities to make changes to how the meetings are run such as voter comment. He would rather have voter comments during discussions so people don't have to stay late. Also, he would reach out to people and be more interactive. He hoped these points would be taken into consideration.

Roll call vote on Mrs. Ku's nomination for Chair:

Mrs. Ku	yes	Mrs. Harriman-Stites	yes
Mrs. Leidlein	yes	Mr. Cruson	no
Mr. Vouros	yes	Mr. Delia	no
Mr. Clure	no		

Mrs. Ku was elected Board of Education Chair.

Mrs. Ku nominated Rebekah Harriman-Stites for Vice Chair and stated that in her two years as a Board member she has become an experienced and knowledgeable member and has dedicated her commitment to the Board. She is on various committees such as the Climate and Culture Committee and the Policy Committee. She speaks clearly to her position and is professional, organized, prepared and she trusts her to represent the Board in the best way.

Roll call vote on Mrs. Harriman-Stites nomination for Vice Chair:

Mrs. Ku	yes	Mrs. Harriman-Stites	yes
Mrs. Leidlein	yes	Mr. Cruson	no
Mr. Vouros	yes	Mr. Delia	no
Mr. Clure	no		

Mrs. Harriman-Stites was elected Vice Chair.

Mr. Clure nominated Dan Cruson for Secretary and feels that he has gained the support of the Town by being elected to the Board of Education. He has served for a year-and-a-half and has worked on various committees including the Transportation Committee. He feels his balance of different thoughts and ideas will be effective. He is also the quickest person to respond to community inquiries and he feels he will do a terrific job.

Mrs. Leidlein spoke to Mrs. Harriman-Stites' nomination and feels she has the interest of the community at heart, has worked tirelessly on sub committees, and is the best candidate for Vice Chair.

Mr. Delia spoke on behalf of Mr. Cruson's nomination and felt it was important for the Board to be unified. He brings a lot to the table and is an excellent choice for this position.

Mrs. Leidlein supported Mr. Cruson's nomination for secretary and noted that he is one of the first who responds to emails. He is organized, honest and forthright and would represent the Board very well.

Mrs. Ku was also in favor of Mr. Cruson for secretary because he has an objectivity to his position. He does research on any statements he makes and she respects that.

Mrs. Harriman-Stites also supports Mr. Cruson. He is a thoughtful person and is in communication with the public. He is perfect for this leadership role.

Roll call vote for Mr. Cruson for Secretary: Everyone voted yes. Mr. Cruson was elected Secretary.

Dr. Rodrigue turned the meeting over to Mrs. Ku who thanked Dr. Rodrigue and congratulated the new officers.

#### Item 4 – Consent Agenda

MOTION: Mr. Cruson moved that the Board of Education approve the consent agenda which includes the donation to Sandy Hook School. Mrs. Leidlein seconded. Motion passes unanimously.

#### Item 5 – Public Participation

Dan Honan, 60A Main Street, congratulated the officers and, as a member of the Legislative Council, looks forward to working with them.

Dan Rosenthal, 9 Megan Circle, congratulated the new leadership and the Board of Education and was looking forward to working with them.

Item 6- Reports

Chair Report: Mrs. Ku said the Board will need to think about committee formations which will be discussed at a future meeting.

Superintendent's Report: Dr. Rodrigue said that the Transportation Task Force will reconvene on December 11. We have had better transportation times and expect to be able to use Old Farm Road for the Reed buses which will bring them directly to the back of the school. She has communicated to families and staff for the 12/14 anniversary which will remain a quiet and reflective day. She and Mr. Rosenthal contacted the press requesting them to be respectful of that day. She has met with the leadership on the budget and will be responsive to the State budget. Two cable shows have been produced so far this year.

Mrs. Leidlein thanked Dr. Rodrigue for her diligence with the transportation concerns to find alternatives for the schools.

Committee Reports;

Mr. Vouros reported that the Curriculum and Instruction Committee met briefly. HR spoke about the percentage of teacher turnover. The second portion was to talk about NGSS and how we are proceeding.

Mr. Delia asked if teachers were getting trained in NGSS.

Mrs. Davila said she has a four-year transitional plan which began two years ago and includes a committee comprised of those in the science field who have received training. We moved into training administrators through CREC and we have two STEM coaches on staff who were trained and provide staff workshops.

Mrs. Ku reported on the Policy Committee which has continued to review student policies, Title One engagement and Board social media engagement. She mentioned having a possible retreat regarding bylaws of the board.

Student Reports:

Rory Edwards congratulated the Board officers. Yesterday marked Computer Science Education Week at the high school.

Talia Hankin: There will be high school winter concerts held at Reed the next two weeks.

Rory: The Nutcracker Ballet with some of our high schools students will be performed at Danbury High School.

Talia: Senior De-stress Day is December 13.

Rory: Winter sports began this week which includes basketball, ice hockey, indoor track and weight lifting.

Talia: November 30 was Best Buddies student day which is the biggest club at the high school.

High School Auditorium Report:

Ms. Hiscavich reported that last week the speakers were up and running with lighting almost complete, rigging was going in and the curtain will be back next week. Phase 2 is on schedule and we are on track for the Gala Concert on January 5.

Mr. Vouros asked about the cement floor.

Ms. Hiscavich sent photos to Dr. Rodrigue and Mr. Bienkowski. The floor looks bad and there are cracks that have to be rectified.

Dr. Rodrigue said whatever solution is decided we do not want to pull the chairs out to do the floor repairs. We are holding their money at this time.

Mrs. Harriman-Stites asked if there was a structural concern with the cracks and if someone looking at that.

Dr. Rodrigue said most of it is esthetic with staining and roll marks. The majority of the issues are the lack of care when they laid it down in terms of protective covering.

Ms. Hiscavich said they sealed the floor before they removed that stains. As they tried to grind them down it caused more staining.

Mrs. Harriman-Stites asked who was managing the process of ensuring that we don't make the final payment before it's done. She wants to make sure someone looks at it to close it out and that we aren't paying more for a damaged product.

Mr. Bienkowski said Public Building & Site will have the final say. He will touch base with Bob tomorrow. Under the construction contract the contractor is probably entitled to certain amounts of payment. A reasonable amount would be withheld for the flaws. Bob Mitchell can answer the contractual questions.

Mr. Clure asked who was managing the project to make sure they are fixed.

Mr. Bienkowski said the Town attorney was brought in for the site visit and problems were identified. He doesn't know what his direction was to the First Selectman.

Dr. Rodrigue said we have had multiple meetings with Mrs. Llodra, the Town attorney, Dan Rosenthal, Newfield Construction, and Bob Mitchell. Part of the process was to look at the issue with the structure and all were identified as esthetics. The solution isn't easy because the cement is set and we don't want to pull the chairs out.

Mr. Rosenthal said he was at the last meeting with everyone and the issues are cosmetic. Concrete was sealed with the staining. He doesn't think removing the seats is the right action. Holding back the payment discussion is to decide how to rectify the problem.

#### Item 7 – Old Business

Policy 1250 Community Relations – Visits to Schools

MOTION: Mr. Cruson moved that the Board of Education approve Policy 1250. Mrs. Leidlein seconded. Motion passes unanimously.

#### Item 8 – New Business

First Read Policy 3541 Transportation – Student Walkers

Mrs. Ku said this was brought forward to address students who are walking home from school. She asked members to send her any questions.

Mr. Clure was curious of the walking distance for K-8 as one mile and asked how we compared to other districts.

Dr. Rodrigue said the walking distance refers to the distance a bus travels to pick up each student. She did speak to legal counsel about this. There have never been any specified miles in the current policy.

Mr. Clure asked if we wanted to look at having a separate one for elementary schools instead of with the other grade levels.

Dr. Rodrigue said this was just formalizing a policy for K-8 students.

Mrs. Harriman-Stites said two items came up regarding this policy. One was the change in our transportation system with the shuttles and children from Reed going to elementary schools which brought up a concern about students being allowed to be walkers from Hawley School

and the responsibility around that. The other was regarding the middle school students being able to walk home but there was no guidance or procedure on this practice.

Minutes of November 21, 2017

MOTION: Mrs. Leidlein moved that the Board of Education approve the minutes of November 21, 2017. Mr. Cruson seconded. Vote: 6 ayes, 1 abstained (Mr. Delia)

Item 9 – Public Participation

Motion: Mrs. Leidlein moved to adjourn. Mr. Cruson seconded. Motion passes unanimously.

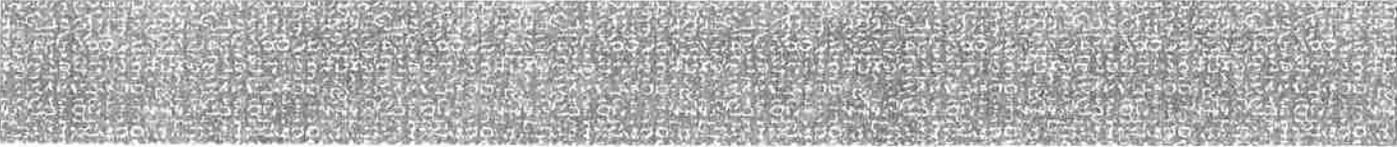
Item 10 – Adjournment

The meeting adjourned at 9:03 p.m.

Respectfully submitted:

---

Daniel J. Cruson, Jr  
Secretary



THE BACK OF THIS CHECK CONTAINS A SECURITY MARK - DO NOT ACCEPT WITHOUT HOLDING AT AN ANGLE TO VERIFY SECURITY MARK.

Please Post to Account: DONOR

CURTIS L DUPUIS  
CURTIS L DUPUIS  
CURTIS DUPUIS  
PO BOX 153  
OAKVILLE, WA 98568-0153

**KeyBank**   
PO Box 7236  
Sioux Falls, SD 57117-7236

Payable Through  
KEYBANK, NA  
ONLINE BANKING BILL PAY

6 103  
410 **21646572**  
November 20, 2017

**PAY** One Hundred and 00/100 Dollars

\$ \*\*\*\*\*100.00

TO THE ORDER OF: #CSP0100065EA987# 42986851  
SANDY HOOK ELEMENTARY SCHOOL  
12 DICKINSON DR  
SANDY HOOK CT 06482-1298

VOID 90 DAYS AFTER ISSUE  
PAYELECTRONIC.COM



*Dennis A. Davis*  
Authorized Signature

Memo: IMO JUDY ANNE WILSON DU PUIS FOR NUTRITION PROGRA



⑈ 21646572⑈ ⑆041207040⑆ 350993518504⑈



Interested in receiving payments electronically?  
Visit us at [PAYELECTRONIC.COM](http://PAYELECTRONIC.COM)

## **Community Relations**

### **Visits to the Schools**

The Board of Education and staff of the school district welcome and strongly encourage members of the community and other interested persons to visit the schools. Such visits shall be regarded as expressions of interest in school affairs and/or efforts to become informed about school programs and activities.

The Superintendent shall establish regulations which:

1. Encourage school visitations.
2. Provide for appropriate hospitality for visitors.
3. Ensure that public visits will not hinder the educational program.
4. Require all visitors to register in the principal's office upon arrival at the school.
5. Ensure student safety.
6. To preserve the security of the schools, all visitors must check in at the security kiosk ~~and/or main office~~ where they shall be given whatever information or assistance **is** required. All visitors are required to follow current district security protocol.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's and teacher's prior (no drop-ins) approval. Such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. When a visit involves a conference with a teacher or the Principal, an appointment should be scheduled during non-instructional time.

Since continuity in classrooms is often difficult to achieve and maintain, while visiting in a classroom, a visitor must not interrupt the class in any way, nor speak to (unless invited to do so) or disturb the students or teacher.

Although Board of Education members are encouraged to visit schools independently, they have authority only in regularly called meetings of the Board of Education, or when delegated specific tasks by specific Board of Education action.

The Superintendent, working with building administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address (1) parental rights; (2) escort by District personnel; (3) access to common areas of the campus; (4) access to classrooms; (5) drop off and release of students; (6) eligibility to serve as volunteers; and (7) any other relevant issues.

The Principal or his/her designee shall have complete authority to exclude from the school premises any persons whom he/she has reason to believe are disrupting the educational programs in the classroom or in the school, are disturbing the teachers or students on the premises, or whom the Principal believes are on the premises for the purposes of committing an illegal act. Such instances shall be reported to the Superintendent.

## **Community Relations**

### **Visits to the Schools** (continued)

#### **Classroom Observations:**

When determining whether to approve a request to visit and/or observe student programs the Principal or his/her designee shall consider such factors as (1) the frequency of visits; (2) the duration of the visit; (3) the number of visitors involved; (4) the effect of the visit on a particular class or activity; (5) the age of the students; (6) the nature of the class or programs; (7) the potential for disclosure of confidential personally identifiable student information; (8) whether the visitor has a legitimate educational interest in visiting the school; and (9) any safety risk to students and school staff. The following guidelines shall be followed:

1. If the visitor wishes to observe a classroom, the time will be arranged in advance after the Principal has conferred with the teacher. The Principal has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.
2. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before and after the observation to enhance understanding of the activities.
3. The Principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the Principal may withdraw approval. In either case, the Principal will give reasons for the action; and
4. If a dispute arises regarding limitations upon or withholding of approval for visits:
  - a. The visitor will first discuss the matter with the Principal;
  - b. If it is not satisfactorily resolved, the visitor may request a meeting with the Superintendent or designee.
  - c. The Superintendent or designee will promptly meet with the visitor, investigate the dispute and render a written decision. The written decision will indicate that the visitor may appeal to the Board of Education to review the limitations imposed.

For purposes of this policy, the term "observer" means either a parent or guardian, or a third party, such as an evaluator, who has been asked to observe a specific student at a parent or guardian's request. A parent or guardian's right to observe extends only to his/her child.

All observations must be scheduled in advance, in order to limit disruption to the educational process. The parent shall inform the school principal who the observer will be, and the school principal or his/her designee will work with the observer to schedule a mutually convenient time for the observation. All observations shall be limited to one half hour (30 minutes). If the observer has a legitimate reason for needing additional observation time, such request shall be made in advance, and the building principal shall have the discretion to grant such request.

In order to avoid disruption of the classroom environment, the number of people observing a student at any one time shall be limited to two persons. In addition, a school staff person will

## **Community Relations**

### **Visits to the Schools** (continued)

#### **Classroom Observations** (continued)

accompany the observer(s) at all times during the course of the observation. The observer(s) shall report to the main office and sign in upon arrival, and wait in the main office for the staff person who will accompany the observer. The observer(s) must wear a visitor's badge at all times while inside the school building.

The Board expects that observers will be respectful of the instruction that is occurring in the classroom. Observers must turn off all cellphones, sit quietly, and not engage the students in conversation. If at any point, the observation becomes disruptive to the educational process, the school staff may end the evaluation. Once the observation has concluded, the observer(s) shall sign out in the main office and leave school grounds, unless she/he has other legitimate business at the school.

An observer should not expect to conference with teachers before, during or after the observation, as the teacher has responsibilities for a classroom full of students. Instead, the parent or guardian may make a separate appointment to meet with the teacher at another time.

Any reports generated concerning observations of children in school may not contain any personally identifiable information concerning other students present in the classroom at the time of the observation. Observation reports concerning children do not constitute teacher or staff evaluations.

Legal Reference:       Connecticut General Statutes

53a-185 Loitering in or about school grounds: Class C misdemeanor

## **Community Relations**

### **Visits to the Schools**

#### **Visitor Protocols**

##### **Definition**

**For the purposes of this administrative regulation a visitor shall be defined as any person entering a school facility during normal school hours other than:**

- A student who attends that facility
- A member of that school's staff and faculty
- Central Office Employees with assigned duties at the school facility
- Multi-site Employees with assigned duties at the school facility
- Maintenance Department Employees
- Uniformed Police or Fire Department personnel in performance of their assigned duties

##### **All visitors shall:**

1. Arrive at the school building main entrance, press A-phone, and advise staff as to the purpose of their visit
2. Enter the building through the main entrance door after being granted access by staff
3. Immediately report to the security welcome desk
4. Present photo identification to staff, which will be scanned into the Raptor Visitor Management System
5. Be issued a printed Visitor ID Badge, which includes their photograph, date of visit, and location of visit within the school building
6. Affix the Visitor ID Badge to their outer-most garment where it shall remain visible throughout the duration of their visit
7. Report back to the security welcome desk upon the conclusion of their visit
8. Return Visitor ID Badge to staff, who will remove their name from the Raptor Visitor Management System
9. Promptly exit the school building through the main egress doors

The Principal or designee may refuse to register an outsider if he/she reasonably concludes that the individual's presence or acts would disrupt the school, students or employees; would result in damage to property; or would result in the distribution of a controlled substance. The Principal or designee or school security officer may revoke any outsider's registration if he/she has a reasonable basis for concluding that the individual's presence on school grounds would interfere or is interfering with the peaceful conduct of school activities or would disrupt or is disrupting the school, students, or staff.

## **Community Relations**

### **Visits to the Schools**

#### **Visitor Protocols** (continued)

**Visitors entering the building at locations other than the designated visitors' entrance shall be:**

1. Stopped by staff, who will immediately summon security personnel
2. Delay at the area of contact until arrival of security personnel
3. Escorted by the security personnel to the welcome desk, or outside the building if warranted
4. Requested to provide photo identification and reason for visit
5. Processed as a visitor according to number 4 through 9 above

**Visitors who refuse to identify themselves shall be considered trespassers. Staff shall:**

1. Immediately summon a school administrator (or designee) and the SRO or SRO (if applicable)
2. The administrator (or designee) upon evaluation of the situation may:
  - a. Contact the Police Department
  - b. Direct the individual(s) to leave the building immediately with an escort from security personnel or staff
  - c. Consider implementing District emergency response procedures as necessary

**Special Exceptions to the above:**

#### **Special Events (Plays, Concerts, Award Ceremonies, etc.)**

When a special event is planned which will attract large numbers of visitors so as to make the sign-in procedures impractical, the school administration shall designate and mark the appropriate path to the event location (auditorium, APR, gym, media center etc.). Appropriate staff shall be assigned to direct visitor(s) to the event location.

#### **Deliveries**

School staff that is expecting the delivery of a package(s) should notify the Main Office. Packages are not to be delivered directly to the staff. All packages shall be delivered to a location as determined by the school administration.

A sign-in log shall be maintained for deliveries required for building operations (such as food, fuel, etc.) to locations other than the Main Office.

Students are not expected to receive mail and/or packages at school. Mail and/or packages for students are to be refused unless prior arrangements have been approved by the school principal.

## **Community Relations**

### **Visits to the Schools**

#### **Visitor Protocols (continued)**

#### **Operations**

Maintenance Department Employees shall notify the school administration of their presence within the school facility.

#### **Other Board of Education employees without assigned duties at the school facility shall:**

1. Enter building at a location identified and approved by the school administration
2. Ensure the district-issued photo ID badge is clearly displayed on their person
3. Report to the security welcome desk located in the building main lobby
4. Provide their district-issued photo ID badge and name to security personnel or staff
5. Check out of the building at the security welcome desk at the conclusion of their visit

#### **Special Exceptions to the above:**

#### **Board of Education members shall:**

1. Enter building at location designated by the school administration
2. Go to the Main Office
3. Sign in the Visitor's Log Book (Visitor Name, Purpose of Visit, Person Visiting)
4. Sign out at the end of their visit

#### **Classroom Observations:**

~~When determining whether to approve a request to visit and/or observe student programs the Principal or his/her designee shall consider such factors as (1) the frequency of visits; (2) the duration of the visit; (3) the number of visitors involved; (4) the effect of the visit on a particular class or activity; (5) the age of the students; (6) the nature of the class or programs; (7) the potential for disclosure of confidential personally identifiable student information; (8) whether the visitor has a legitimate educational interest in visiting the school; and (9) any safety risk to students and school staff. The following guidelines shall be followed:~~

- ~~5. If the visitor wishes to observe a classroom, the time will be arranged in advance after the Principal has conferred with the teacher. The Principal has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.~~
- ~~6. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before and after the observation to enhance understanding of the activities.~~

## **Community Relations**

### **Visits to the Schools**

#### **Visitor Protocols (continued)**

7. ~~The Principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the Principal may withdraw approval. In either case, the Principal will give reasons for the action; and~~
8. ~~If a dispute arises regarding limitations upon or withholding of approval for visits:
  - a. ~~The visitor will first discuss the matter with the Principal;~~
  - b. ~~If it is not satisfactorily resolved, the visitor may request a meeting with the Superintendent or designee.~~
  - c. ~~The Superintendent or designee will promptly meet with the visitor, investigate the dispute and render a written decision. The written decision will indicate that the visitor may appeal to the Board of Education to review the limitations imposed.~~~~

Regulation approved: May 5, 2015, Effective: July 1, 2015  
Regulation revised: July 21, 2016

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

## **Business/Non-Instructional Operations**

### **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.

The Board of Education is responsible for the efficiency of the school bus system as determined by the selection of bus routes, the scheduling of bus trips, the authorization of bus trips, and the authorization of bus stops.

The Superintendent of Schools is responsible for the execution of the transportation policy and regulations. Subject to Board approval, he/she may delegate this duty to the Director of Business, or another member of his staff.

The Superintendent of Schools, or his/her designee, is responsible for establishing proper standards of safety for the operation of school buses based on those developed by the Commercial Vehicle Safety Division, Department of Motor Vehicles, State of Connecticut, and shall ensure enforcement by the operator.

Parents and/or guardians who opt not to have their children participate in district-provided transportation are responsible for ensuring the safety of their children until their children arrive on school grounds for school each day and upon their departure from school grounds at the end of each school day. This responsibility includes the selection of methods of transportation, walking routes and the provision of supervision that is appropriate to the student's age and maturity at all times.

### **Students in Grades K-8**

The following provisions shall apply to students in Grades K-8. Students who are eligible for district-provided transportation in accordance with Board Policy 3541 and Administrative Regulation 3541 are encouraged to ride buses to and from school. However, parents/guardians may choose to waive the right to such transportation and give permission for their child or children to walk home from school on a daily basis.

Each parent/guardian who wishes to waive district-provided transportation and permit a child to walk home from school must complete, sign and submit a waiver and permission form, using the form provided by the Administration. Such forms shall only be valid for the school year in which they are submitted. In the event that a parent/guardian wishes to revoke such permission at any point during the school year, the parent/guardian must notify the Administration in writing of such decision.

The following provisions shall apply only to students riding the shuttle from Reed Intermediate School (Grades 5-6): 5th and 6th graders may be allowed to walk home on a daily basis after taking the shuttle bus from Reed Intermediate School to the designated elementary school only if their parents/guardians have completed, signed and submitted a waiver and permission form in accordance with the provisions of this policy.

## **Business/Non-Instructional Operations**

### **Transportation**

Legal Reference: Connecticut General Statutes  
10-186 Duties of local and regional boards of education  
10-220 Duties of boards of education  
14-275 Equipment and color of school buses  
14-275a Use of standard school bus required, when.  
14-275b Transportation of handicapped students.  
14-275c Regulations re school buses and motor vehicles used to transport special education students.  
14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.  
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.  
20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116  
McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Policy adopted: April 4, 2017

Policy revised:

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

## **Business/Non-Instructional Operations**

### **Transportation**

#### **Bus Routes**

##### **A. Bus Routes**

On behalf of the Board of Education, the Superintendent of Schools, or his/her designee, will establish bus routes and assign buses to such routes.

##### **B. Bus Stops**

It shall be understood that it is not the intent of the Board of Education to transport every child from his door to school. Bus stops shall be established by the Superintendent, or his/her designee, on the various routes at appropriate points. Bus stops will be reviewed annually and changes made as required by changes in conditions.

##### **C. Limits of Transportation**

The maximum walking distance from a student's property entrance way to the bus pick-up point or to school is as follows:

Grades K-8: 1 mile

Grades 9-12: 1 1/2 miles

Exceptions to the walking distance limits to a school or a designated school bus pick-up point will be considered under the following conditions:

1. Physical disability limitations
2. Unusual conditions or hazards along walking location to a designated bus stop

#### **Bus Safety**

##### **A. Safety Rules for Drivers**

1. When a bus is on school property and children are present, the driver will not back up a bus until the children are supervised by an adult.
2. The driver shall not permit any unauthorized person to occupy the driver's seat, drive the bus, operate the controls, or tamper with the motor while the bus is in service.
3. The driver shall never move the bus when children are embarking and disembarking or when they are not seated, and he must see that all doors are closed while the bus is in motion.

## **Business/Non-Instructional Operations**

### **Transportation**

#### **Bus Safety** (continued)

4. The driver shall signal the children when it is safe to walk in front of a bus or cross the street.
5. When possible, and in the safest manner, the driver shall pick up and discharge students only on that side of the State road or highway on which they live. This specifically applies to Routes 6, 25, 34 and 302 only. Exceptions must be authorized by the Superintendent or designee.
6. The driver will not allow any unauthorized persons to board the bus.

#### **B. Student Behavior**

When a bus driver believes the conduct and behavior of a student may endanger the safety of the bus or its passengers, he has the authority to return the student to school on an afternoon run. If a disturbance occurs on a morning bus run, all passengers will be brought to school. On both runs, the driver must immediately report the incident to the Bus Supervisor or school Principal. The Principal will determine appropriate disciplinary action, including curtailment of bus privileges.

#### **C. Student Safety Rules**

1. All students waiting for buses are to wait quietly, without running and/or playing in the designated area.
2. Students must form an orderly line prior to entering the assigned bus.
3. Before leaving the area to re-enter the school, to go to other parts of the school property, or to leave the school property and then return for transportation, students must have permission from staff who are supervising the loading area.
4. Students will enter/leave the bus without hurrying or pushing.
5. Every student must be seated immediately upon entering the bus and remain seated until the bus comes to a full stop at the point where the student disembarks.
6. Students will not block or obstruct an entrance or exit with books, instruments, or other equipment.
7. Feet must be kept on the floor and out of the aisle.

## **Business/Non-Instructional Operations**

### **Transportation**

#### **Student Safety Rules** (continued)

8. Students will at no time or in any manner cause any disturbance that will distract the bus driver's attention and/or endanger the occupants of the bus.
9. Students will refrain from loud talking and shouting while on the bus.
10. Students must not throw or shoot objects in the bus.
11. No student shall mark or damage a school bus or leave waste material on the bus.
12. There shall be no eating on school buses.
13. The use of obscene or profane language is strictly forbidden.
14. Students disembarking buses on the opposite side of the road from their homes should cross in front of the bus and walk at least ten feet away from the bus bumper. When they reach the roadside they must stop, look up and down the road for cars approaching from either direction, and proceed only on a signal from the bus driver. Exceptions for safety reasons may be allowed.
15. Students shall not bring any items on the school bus that can endanger others, or that could disrupt the environment necessary for proper bus safety.
16. Violation of any of these regulations will be reported by the appropriate school administrator to parents or guardians. If bus safety violations continue, parents or guardians will be advised that a loss of bus transportation or suspension from school may be a consequence under student disciplinary.

#### **D. Loading and Unloading**

First consideration shall be given to the safety of the students when establishing bus stops, loading and unloading buses, and in all other phases of school bus transportation.

Supervision for loading and unloading buses will be provided under the direction of the building principals at the elementary schools, the 5/6 school, and the middle school. The high school will only provide supervision for loading buses.

#### **E. Picking Up and Discharging Passengers**

Bus routes will be designed to pick up and discharge children in a safe and appropriate manner.

## **Business/Non-Instructional Operations**

### **Transportation**

#### **Student Safety Rules** (continued)

##### **F. Eligible Riders**

Only students and individuals designated by the administration may ride on school buses.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education

10-220 Duties of boards of education.

14-275 Equipment and color of school buses

14-275a Use of standard school bus required, when.

14-275b Transportation of handicapped students.

14-275c Regulations re school buses and motor vehicles used to transport special education students.

14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.

14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Regulation approved: April 4, 2017  
Regulation revised:

NEWTOWN PUBLIC SCHOOLS  
Newtown, Connecticut

**Newtown Public Schools**

**WAIVER OF DISTRICT-PROVIDED TRANSPORTATION AND  
PERMISSION FOR CHILD TO WALK HOME FROM SCHOOL**

School Year: 2017-18

I acknowledge that my child is eligible for district-provided transportation in accordance with Board Policy 3541 and Administrative Regulation 3541. I hereby voluntarily waive the right to such transportation and give permission for my child to walk home from school on a daily basis, as indicated below. I understand that if I wish to revoke such permission at any point during the school year, I must notify the Administration in writing of that decision.

I understand that because I am waiving district-provided transportation authorizing my child to walk home on a daily basis, I am responsible for ensuring the safety of my child once my child leaves school grounds. I understand that this responsibility includes the selection of walking routes from school and the provision of supervision that is appropriate to my child's age and maturity and conditions along the walking route at all times.

This waiver and permission form must be returned to the Main Office of your child's school.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Please initial the box below that applies to your child.

My child has permission to walk home from school on a daily basis.

**Reed Intermediate School:** My child has permission to walk home on a daily basis after taking the shuttle bus from Reed Intermediate School to the designated elementary school.

\_\_\_\_\_  
**Name of Parent/Guardian (Please Print)**

\_\_\_\_\_  
**Signature of Parent/Guardian**

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