

Regional School District #10
Serving the Towns of Harwinton and Burlington

ALAN BEITMAN
Superintendent of Schools



SUSAN LAONE
Director of Finance and
Operations

August 1, 2016

Dear Parents,

As part of our communications and safety efforts, the administration of Region #10 has updated its comprehensive memo on transportation. We encourage you to read it carefully and review its contents with your children. The memo contains information on bus routes, transportation procedures and district policies related to our transportation system. We have also included pertinent phone numbers in the event that you need to reach us or the bus companies in an emergency.

We've worked closely with our bus company, administrators and staff to address topics that are of interest to you and will help to ensure the safety of our children. It is important that we enlist your help in working with the children to understand the importance of the rules and what they can do to have a safe and comfortable ride to and from school.

We welcome you to the 2016-2017 school year in Region #10 and thank you for your cooperation. If there are topics you'd like addressed in future editions, please let us know through the www.region10ct.org website or my email superintendent@region10ct.org.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "Alan Beitman".

Alan Beitman
Superintendent of Schools

CC: S. Laone, Director of Finance and Operations
BOE Members
District Principals

I. Bus Contact Information

All-Star Transportation 860-605-9285
529 Burlington Road
Harwinton, CT 06791

II. School Contact Information

Harwinton Consolidated School
Megan Mazzei, Principal
Rebecca Kennedy, Asst. Principal
860-485-9029
Office hours: 7:30 a.m.- 4:30 p.m.

Lake Garda Elementary School
Stefanie Carbone, Principal
Christopher Weaver, Asst. Principal
860-673-2511
Office hours: 7:30 a.m. – 4:30 p.m.

Har-Bur Middle School
Kenneth Smith, Principal
Peter Bogen, Asst. Principal
Martha Rouleau, Asst. Principal
860-673-6163
Office hours: 7:00 a.m. – 4:00 p.m.

Lewis S. Mills High School
Christopher Rau, Principal
Silvia Ouellette, Asst. Principal
860-673-0423
Office hours: 6:30 a.m. – 3:30 p.m.

Central Office – Business
860-673-2538 Ext. 10139: 7:30 a.m. - 4:00 p.m.

III. School Hours

Lewis S. Mills High School: 7:25 a.m. – 2:00 p.m.
Har-Bur Middle School: 8:05 a.m. – 2:48 p.m.
Harwinton Consolidated: 9:05 a.m. – 3:35 p.m.
Lake Garda School : 9:05 a.m. – 3:35 p.m.

IV. Bus Transportation Procedures and Information

Please take a few moments to review this information with your child(ren). Safety must be communicated to everyone involved in transporting students. You play an important role in ensuring your child's safety.

1. Safety Includes a Partnership Approach.....

Parents are responsible for their children while they are waiting for the bus and after they have exited the bus at their designated bus stop when returning home. It is the responsibility of parents to be available at the return stop as necessary to meet their children. Please review back-up plans with your child if you are not available at the pick-up time. It is also the responsibility of the parent to ensure that the student is waiting at his/her designated stop on time. Always arrive at the bus stop at least 10 minutes before the bus is due to arrive. Should a student miss the bus, the parent must find alternate means of transporting the child to school. **Under no circumstances should a parent drive behind the bus and try to board their child at the next stop.** The driver is not

expecting a child to be running along the side of the bus and a child could easily slip under the wheels.

2. Parents are not permitted to board the bus for any reason.
3. Please be advised that bus pick-up times noted on our bus routes are **estimated** times and are subject to change during the year due to bus route changes. This is especially true in the first few weeks of school when timing and routing adjustments are being made. There are new students, routes and drivers, and understandably there is an adjustment period. **Children should be at the bus stop 10 minutes before scheduled time of arrival and wait 10 minutes after scheduled arrival time.** We ask for your patience as we work out the schedule!
4. We strongly encourage you to use District provided transportation. In the event that you need to drop-off or pick-up your child(ren) from school, please follow procedures established at each building. It is important that you **do not park or drop off in the designated bus lanes. In addition, driving past a bus with its lights flashing is illegal even in a parking lot.** These activities are not only extremely hazardous, but also impair the flow of bus traffic and causes delays.
5. In the event of an official* change to your child's schedule due to an after school activity or parent pick up, please send a note to school with your child. If you forget to send a note you must call the main office of your child's school by 12:00 PM so that we have time to communicate the change to your child's teacher. Last minute changes due to family emergencies can be addressed by phone through the school's main office.

*Official After School Activity = PTA, PTSA, Town Park & Rec., or Region 10 events

V. Emergency Procedures

If a child has not arrived at his/her destination at the end of the school day, call the school, or if the school cannot be reached call:

All-Star Transportation – 860-605-9285

The following information will be needed:

1. Child's Name and Address
2. School and Grade
3. Bus Route Number

Know your child's bus route number to and from home – it saves time!

- Please wait for the school or bus company to return your call. Your child may have missed getting off at his/her bus stop and the driver is in the process of returning to that stop at the end of the route.
- If school is in session, the child may be returned to his/her school.

VI. Scheduled Half Days

There are specific days designated for staff development, conferences or high school exams requiring students to attend for a half day. The following are the scheduled times for these days:

Lewis S. Mills High School (exams)	7:25 a.m. -11:45 a.m.
Har-Bur Middle School	8:05 a.m. - 12:30 p.m.
Lake Garda School	9:05 a.m. - 1:15 p.m.
Harwinton Consolidated School	9:05 a.m. - 1:15 p.m.

VII. Inclement Weather

We make every effort to announce late openings, cancellations and school closings as early as possible.

Late Openings:

Late Openings are 90 minutes delay at each school.

Early Closings:

The following schedule will be used for early closings due to inclement weather:

Lewis S. Mills High School	11:00 a.m. dismissal
Har-Bur Middle School	11:45 a.m. dismissal
Elementary schools	12:30 p.m. dismissal

We will also make direct contact with you through our School Messenger Alert System in the event of school closings, delays or early closings.

Announcements of school closings, delays or early closings are also made on:

**WTIC (1080 AM; 96.5 FM)
WDRC (1360 AM; 102.9 FM)
WRCH (100.5 FM)
WZMX (93.7FM)
WFSB Channel 3 TV
WTNH Channel 8 TV
WVIT Channel 30 TV**

Or at our Website: www.region10ct.org

VIII. Late Bus Information (middle and high school)

Regional School District #10 will provide a late bus for high school and middle school students on Tuesday and Thursday afternoons. We expect to begin this service 2-3 weeks after school begins. The scheduled departure time will be approximately 4:30 p.m. from both schools. Two late buses (one for Burlington and one for Harwinton) will drop off students at central scheduled drop-off points throughout the towns (see attached stops with estimated arrival times). It is the parent's responsibility to meet students at these central drop off points on a timely basis.

Please note that the late bus transportation is not required by law and is provided by the Board of Education to help support extra-curricular activities. Such service could be discontinued at any time.

IX. Rules For The Conduct of Pupils On School Buses

1. The driver is in full charge of the bus and of all pupils riding therein at all times while pupils are being transported to and from school. The driver will abide by all rules and regulations adopted by the school authorities for the conduct of pupils riding on the bus.
2. Pupils must take a seat when they enter the bus and remain seated at all times while the bus is in motion.
3. Any teasing, mean behavior or fighting on a school bus is strictly prohibited and will be reported to appropriate school administrators.
4. Indecent or profane language, smoking, alcohol/drug use, weapons, rowdyism, loud talking, card playing, or unnecessary conversation with the driver are expressly prohibited.
5. The use of cell phones or portable DVD players is prohibited on all school buses.
6. Pupils must not throw any object in or out of the bus.
7. Pupils must not, at any time, extend their arms or head out of the bus window.
8. Pupils must not open bus windows without permission from the driver.
9. Pupils shall enter and leave the bus only at the front door except in cases of emergency.
10. Pupils must be on time and, at all times, cooperate in keeping the bus on schedule.
11. Pupils shall, after disembarking from the bus, cross the road, if necessary, in front of the bus, being careful to see that traffic is halted. Bus drivers will determine that traffic has halted and that it is safe to cross in front of the bus. It is the responsibility of the pupil to cross the road safely while the bus remains stationary.
12. Parents of pupils who damage or deface any bus shall be held liable for such damage.
13. NO eating or drinking on the bus.

X. Penalties For Bus Violations

In cases where behavior becomes a problem on the bus, the driver can assign seats for safety purposes. The driver will report in writing any student for disciplinary action who has continual infractions or serious infractions to the Assistant Principal or Principal for further disciplinary action. Parents will be notified.

XI. Video Cameras On Buses

To improve safety and discipline on the Region #10 school buses, video camera equipment is used on All-Star Transportation buses.

School administrators use the video monitoring system to review student and/or driver behavior on buses and to assist in properly identifying students who misbehave.

Student discipline is an especially challenging responsibility for bus drivers and school administrators. Misbehavior can create a safety hazard for everyone. The school administration is continuing to improve safety on school buses for our students. With this monitoring system, bus drivers will be able to maintain better control of students while riding our buses.

XII. Emergency Drills

Each year the bus drivers conduct drills on emergency exit procedures with students. The administration works with the bus companies to ensure that all procedures are followed.

XIII. Driver Training

All drivers receive comprehensive training on safety, bus operation, rules of the road, speed limits and interaction with students, staff and parents. Background checks are done for all drivers. If you have a concern, please notify the bus company.

XIV. Requests to Change Pick Ups/Drop Offs (applies to all schools)

Bus routes and stops are developed taking into consideration safety and efficiency. To this end, the Board of Education may accommodate **one** permanent Monday through Friday pick-up and drop-off schedule for each child per school year provided it is along established bus routes. In the event a permanent change to a pick-up and drop-off schedule is needed during a school year, **a written request must be submitted to the school principal at least three weeks in advance of such change.**

XVI. Transportation Policy

Regional School District #10 Transportation Policy #3541.2 is attached for your information. Any administrative decisions made with respect to this policy may be appealed in writing to the Board of Education as per State Statute #GSA Sec. 10-186.

LATE BUS PROCEDURES FOR SCHOOL YEAR 2016-17

Please note the following regarding the Late Bus:

1. The late bus will begin on Tuesday, September 13, 2016
2. The late bus will be provided only on Tuesday and Thursday when school is in session.
3. The buses will depart first from the high school and then proceed to the middle school at approximately 4:20 pm.
4. **Two late buses (one for Burlington and one for Harwinton) will drop off students at central, scheduled drop off points throughout the towns. See schedule for each town below.**
5. It is the parent's responsibility to be at the central drop off points on a timely basis.
6. The times listed below are approximate and depend on the number of students riding the late bus on any given day.

HARWINTON LATE BUS SCHEDULE AND STOPS TUESDAY AND THURSDAY

2016-2017

<u>Time</u>	<u>Stop</u>
4:30 PM	Depart Har-Bur Middle School
4:32 PM	Route 4 & Charlois Way (Burlington)
4:34 PM	Route 4 & Smith Lane (Burlington)
4:36 PM	Route 4 & Johnnycake Mt. Road (Burlington)
4:37 PM	Route 4 & White Oak
4:38 PM	Route 4 & Woodchuck Lane
4:40 PM	Route 4 & Harmony Hill Road (Left on Locust Road)
4:43 PM	Locust & Bull Road (Right on Plymouth, left on Wake Robin)
4:45 PM	Wake Robin & Plymouth Rd.
4:46 PM	Wake Robin & Quail Rd.
4:50 PM	Plymouth & Coventry
4:52 PM	Route 4 & North Road
4:55 PM	Harwinton Consolidated School
4:58 PM	Route 118 & Clearview Avenue
5:00 PM	Route 118 & Wildcat Hill Rd.
5:03 PM	Scoville Hill Rd. & Fire House
5:05 PM	Clearview Ave. & Weingart (at Senior Center)
5:07 PM	Breezy Hill & Vista Drive
5:10 PM	Woodland & Garden Lane

BURLINGTON LATE BUS SCHEDULE AND STOPS

TUESDAY AND THURSDAY

2016-2017

<u>Time</u>	<u>Stop</u>
4:30 PM	Depart Har-Bur Middle School
4:33 PM	Davis Road and Duane Lane
4:36 PM	Covey Road & Foote Road
4:40 PM	Commuter Parking Lot @ Library Lane
4:42 PM	George Wash. Tpke. Fire Station Parking Lot
4:45 PM	Burlington Town Hall
4:50 PM	Burlington Avenue & Route 179
4:51 PM	Hart Ridge & Punch Brook Road
4:52 PM	Taine Mountain Rd. & Punch Brook Road
4:55 PM	Ryan's Way & Punch Brook Road
4:55 PM	Case Road & Punch Brook Road
4:56 PM	Case Road & George Wash. Tpke.
4:57 PM	Jerome Avenue & George Wash. Tpke.
4:58 PM	Oak Ridge Road & George Wash. Tpke.
5:00 PM	Lake Garda School
5:01 PM	Deer Ave. & Monce Rd.
5:08 PM	Jerome Avenue Fire Station
5:13 PM	Whigville Grange, S. Main Street
5:18 PM	Hart Street & Black Walnut Lane
5:25 PM	West Chippens Hill Fire Station
5:30 PM	Sawmill Road & Milford Street

Business and Non-Instructional Operations**Transportation**

The Regional School District #10 Board of Education recognizes its responsibility to provide safe, courteous and efficient transportation services for its students. Designated routes and bus stops for students shall be established by the Board of Education through the Business Manager, with advice of the bus contractors, in accordance with the following guidelines:

1. Definitions
 - a. "School transportation" means the procedures, 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. Such transportation shall be over public roads approved by the municipality or private roads approved pursuant to C.G.S. Section 10-220c.
 - b. "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 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 pickup 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.
 - c. "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.
 - d. "Grade K" means kindergarten, or a school program appropriate to a beginning pupil.
 - e. "Hazard" means a thing or condition, as prescribed in these guidelines, affecting the safety of pupils walking to and from school or designated point of embarkment (bus stop).
 - f. "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.

Business and Non-Instructional Operations**Transportation (cont.)**

2. Hazardous conditions

- a. The maximum walking distance from home to school or to a prescribed point of embarkation are the following: (1) pupils enrolled in Grade PreK through 4, one mile; (2) pupils enrolled in middle school grades 5 through 8, one and one-half miles; and (3) pupils enrolled in high school grades 9 through 12, two miles. Any walking route to either the bus stop or the school which is in excess of the above distances shall be hazardous.
- b. Any street, road, or highway which has no sidewalk or raised walk areas shall be deemed hazardous if one or more of the following conditions exist:
 1. For pupils enrolled in grades PreK through 4, any street, road or highway possessing a traffic count of sixty or more vehicles per hour at the time that pupils are walking to and from school or designated bus stop and where posted speed limits are in excess of 35 miles per hour.
 2. For all pupils, the usual or frequent presence of man-made hazards such as open man-holes, dangerous construction, snow plowed or piled on the walk are 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.
 3. For all pupils when the line-of-sight visibility at the appointed bus stop together with posted speed limits do not permit vehicular braking/stopping in accordance with the Connecticut Department of Transportation Highway Design Manual, revised, except in those cases in which a road is less than 22 feet unplowed, or 20 feet plowed. The line of sight requirements of this section do not apply to bus stops located on roads that are less than the required width. When measuring road width under this paragraph 2.b.3, the measurement is to be taken where the bus stop is located. All line of sight measurements using the Department of Transportation Highway Design Manual only require measuring outward from the bus stop – they do not apply to other portions of the road along which a student walks.
 4. A lake, pond, stream, culvert, water-way or bridge within ten feet of a walk area shall be deemed a hazard in the absence of a fence or other suitable barrier fixed between the pupil and the water for pupils in grades PreK through 4, except in those cases in which a road is less than 22 feet unplowed, or 20 feet plowed.

Business and Non-Instructional Operations**Transportation (cont.)**

2b. Hazardous Conditions (continued)

5. Any area adjacent and within five feet of a roadway, walkway, sidewalk, or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, the absence of a fence or other suitable barrier shall be deemed hazardous for pupils in grades PreK through 4, except in those cases in which a road is less than 22 feet unplowed, or 20 feet plowed.
 6. Walking to and 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 PreK through 8.
- c. Any street, road, walkway, sidewalk or path designated as a walking route for all school pupils 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.
3. These guidelines are applicable to private roads approved for passage of school transportation vehicles in accordance with C.G.S. Section 10-220c. In no case shall this policy be interpreted to require the Board of Education to transport any student except as identified below in #4 on a public or private road which is less than 22 feet wide unplowed, or 20 feet plowed.
 4. Pupils possessing physical handicaps and/or health conditions rendering them unable to walk to either the bus stop or school and Special Education pupils shall be judged on an individual basis.
 5. Designated Bus Routes and Stops

Bus routes and stops are developed taking into consideration safety and efficiency. To this end, the Board of Education may accommodate one permanent Monday through Friday pick-up and drop-off schedule for each child per school year provided it is along established bus routes. In the event a permanent change to a pick-up and drop-off schedule is needed during a school year, a written request must be submitted to the school principal at least three weeks in advance of such change.

Policy adopted: March, 1985
 Policy revised: August 23, 1998
 Policy revised: June 11, 2001
 Policy reviewed: July 1, 2009
 Policy revised: March 2012