

## Series 3000 - Business and Non-Instructional Operations

### 5. Non-Instructional Operations

#### G. Auxiliary Agencies

##### (1) Transportation

##### (b) Responsibilities and Duties

##### (iv) Transportation: Parent/Guardian Responsibility

- A. School bus transportation is provided from the assigned pick-up point to school and from school back to the assigned drop-off area. Parents/guardians are responsible for the students getting to the bus stop, waiting at the stop, and getting home from the stop.
- B. Parents/guardians should make sure that children reach the school pick-up area promptly according to the published schedule.
- C. Parents/guardians should accompany younger children to the pick-up area.
- D. Parents/guardians should instruct children in traffic safety, including, but not limited to:
  - 1. Look both ways before crossing the street, even when the bus is stopped and waiting.
  - 2. Wait off the street, whenever possible.
- E. Parents should at all times set a good example by observing traffic rules and regulations.
- F. It is required that, when a student is dropped off at his/her home, parents/guardians or older siblings of students in grades K-2 be present and visible at the time of student drop-off unless written permission to drop the student without someone present is provided in advance . If a parent/guardian is not visible, the driver will keep the student on the bus and return the student to AW Spaulding School, unless prior arrangements have been made. The parent/guardian will then be notified and requested to come to the school to transport the child.
- G. If a student misses a bus, the parent/guardian must provide transportation.
- H. If a student misbehaves at the pick up or drop off site or while on a bus, an administrator/designee may suspend bus privileges, and the parent will be responsible for providing transportation during the period of bus privilege suspension. Bus drivers are responsible for completing Bus Conduct Reports for students who misbehave and the contractor will forward those reports to the principal or designee.

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SUFFIELD PUBLIC SCHOOLS  
 Suffield, Connecticut