

Special Education Transportation Information

Dear Parents/Guardians:

Ipswich Public Schools includes the Doyon & Winthrop elementary schools, Ipswich Middle School, and Ipswich High School. The Pupil Personnel Services (PPS) department is responsible for providing transportation to students on Individual Education Plans (IEPs) to both district schools and out-of-district placements. Transportation vendors will schedule transportation according to the out-of-district school calendars, which were provided to them.

The PPS Department will be coordinating transportation services for your child this year. You will be contacted before the school year starts regarding pick-up and drop-off times at your home. If you have any concerns regarding the transportation of your child, please discuss them at that time.

For the management of behavior and safety, audio and visual cameras may be installed in the vehicles.

Contact:

Heidi Kent, PPS Secretary/ Special Education
Transportation Coordinator

978-356-2935 ext. 1110

hkent@ipsk12.net

978-500-0006 (work cell)

STUDENT RESPONSIBILITIES

1. Be ready a few minutes before the designated pick-up time.
2. No eating or drinking in the vehicles. (Water in a re-sealable container is allowed.)
3. No swearing or inappropriate language.
4. No fighting or bullying.
5. Students must wear seatbelts (or be fastened in car seats) at all times.
6. Ipswich Public Schools has a NO TOLERANCE policy for illegal drugs, tobacco & tobacco products including electronic cigarettes & similar products that rely on vaporization or aerosolization, alcohol, or weapons.
7. Behavior affecting safety or distracting the driver from operating the vehicle in a safe manner is NOT TOLERATED and may result in the suspension from the vehicle.
8. All school rules regarding behavior are in effect while in the vehicle.
9. Students are to respect the rights of the other passengers.

PARENT RESPONSIBILITIES

1. Ensure your child is ready a few minutes before the scheduled pick-up. For unanticipated situations, drivers will wait up to **3 minutes** past the designated time before continuing with their route.
2. The PPS Secretary MUST be notified at least 1 hour before scheduled pickup time when no ride is needed from home to school in the morning and/or if no ride is required in the afternoon.
3. **Please do not contact the drivers directly.** It is against District policy for them to answer calls or texts while transporting students.
4. All permanent changes and/or prescheduled appointments should be entered on the Google Form provided via email. Three days' notice is required for change implementation.
5. Inform the PPS Secretary of any medical conditions or behavior that may affect the student's safety or health in the vehicle.
6. No medications are allowed on school vehicles, unless indicated by the physician or school nurse and with written authorization (i.e., Epi-Pen).
7. A current Transportation Emergency Information Form must be on file.

CANCELLATIONS/DELAYED OPENINGS/EARLY RELEASE

Delayed Openings

1. If Ipswich Schools has a delayed opening due to weather, ALL (district and out-of-district) students will be transported according to the delay.
2. If the out-of-district school is delayed due to weather, those students will be transported according to the delay.

Cancellations

1. If Ipswich Public Schools are cancelled due to weather, ALL (district and out-of-district) transportation is cancelled.
2. If the out-of-district school is cancelled due to weather (even if Ipswich schools are in session), transportation is cancelled.
3. All students are transported "curb to curb" unless otherwise indicated on the IEP. In those rare instances, we ask for your cooperation in keeping your driveway clear of snow and ice, overgrown shrubbery, etc. If the driver determines that your driveway is not properly cleared and treated, we will not attempt to use it.

Early Release

On rare occasions, weather conditions or a school emergency dictate that students be released prior to the normal dismissal time. This is one of the most difficult situations to manage for parents as well as transportation providers. A critical piece of information is a secondary drop-off location or a phone number where you can be reached. This information must be provided on the "Transportation Emergency Information Form".