

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, when transportation is written into the IEP. Transportation vendors will schedule transportation according to the out-of-district school calendars, which were provided to them. Please note that the District cannot dictate how vendors determine & map their routes.

The PPS Department will be coordinating transportation services for your child. You will be contacted before the school year starts regarding pick-up and drop-off times at your home and throughout the year, if the vendor or PPS Department deem changes are necessary. If you have any concerns regarding the transportation of your child, please contact the PPS Administrative Assistant who will contact the vendor.

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

DISTRICT RESPONSIBILITIES:

1. Ipswich students have safe, comfortable, and effective transportation (includes on-time arrival).
2. Communicate with families about any necessary changes/issues as they arise.
3. Address any concerns/issues with the vendor.
4. Follow state/federal laws & DESE guidelines regarding student transportation.

STUDENT RESPONSIBILITIES:

1. Be ready 5 minutes before the designated pick-up time.
2. Eating & drinking in the vehicles is prohibited. (Water in a re-sealable containers is allowed.)
3. Swearing & inappropriate language is prohibited.
4. Fighting & bullying is prohibited.
5. Students must wear seatbelts (or be fastened in car seats, if required) at all times.
6. Ipswich Public Schools has a NO TOLERANCE policy for illegal drugs, tobacco & tobacco products (including electronic cigarettes & vapes & 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 at least 5 minutes before the scheduled pick-up and waiting in an area where they can see the vehicle as it pulls up to the pick-up location. For unanticipated situations, drivers will wait up to **3 minutes** past the designated time before continuing with their route.
2. The PPS Admin. Assistant **MUST** be notified at least 1 hour before the 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. (*Schools will not notify District when students are dismissed early.*) **Do not contact drivers or vendors directly.**
3. **Please do not contact the vendors or drivers directly.** It is against District policy and MA law for drivers to answer calls or texts while transporting students.
4. The Parent/School Change Google Form (emailed to parents) should be completed for all permanent changes and/or prescheduled appointments. Three days' notice is required for change implementation.
5. Inform the PPS Admin. Asst. 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 Student Transportation Emergency Information Form must be on file with the PPS department.

CANCELLATIONS/DELAYED OPENINGS/ EARLY RELEASE:

You will receive notification via email and phone calls from Dr. Blake and the information will also be posted on the district website and Facebook page, as well as local TV stations, WBZ-Channel 4, WCVB-Channel 5, and WFXT-Channel 25.

Delayed Openings

1. If Ipswich Public Schools has a delayed opening due to weather, ALL (in-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 is 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 (when 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 that families keep driveways clear of snow and ice, overgrown shrubbery, etc. If the **driver** determines that the driveway is not properly cleared/treated, you will be contacted that it cannot be used.

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 and 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 "Student Transportation Emergency Information Form".

Ipswich Public Schools

Pupil Personnel Services Department

Special Education Transportation



PARENT INFORMATION

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