

NEW HAVEN PUBLIC SCHOOLS

ESCUELAS PÚBLICAS DE NEW HAVEN

2009 - 2010

**Guidelines
for Student
Transportation
Services**

**Reglamentos para
los servicios de
transportación
al estudiante**



Reginald R. Mayo, Ph.D.
Superintendent of Schools

Mayor John DeStefano, Jr.
City of New Haven

NEW HAVEN PUBLIC SCHOOLS

2009 - 2010

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It is the policy of the New Haven Public School system that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability.

ALL NEW HAVEN PUBLIC SCHOOLS/FACILITIES ARE DRUG-FREE ZONES UP TO ONE THOUSAND (1,000) FEET IN ALL DIRECTIONS FROM THE BUILDING.

LEGISLATIVE SECTION 845A OF TITLE 21
UNITED STATES CONGRESS -
CONNECTICUT GENERAL STATUTE
PUBLIC ACT 89-256

**New Haven Public Schools
Telecommunications Device for the
Deaf (TDD)
Telephone - (203) 946-8803
9 a.m. to 4 p.m.**

**Upon request, pertinent publications
will be enlarged for
the visually impaired.**

NEW HAVEN PUBLIC SCHOOLS

This handbook has been developed to provide students and parents with a summary of important New Haven Board of Education policies and procedures. This handbook is not intended to be all inclusive and does not contain all of the rules, regulations, directives and policies of the New Haven Board of Education. The entire policy manual is on file at each school and is available for review upon request of the Principal. All violations will be investigated and appropriate disciplinary action will be dispensed if needed, including the possibility of suspension, and/or expulsion, and/or referral to police and/or other appropriate agencies. All policies, including the newly developed Unified Code of Conduct, are in compliance with the Constitution of the United States, the State of Connecticut, Federal and Local policies, please contact your school principal or the office of the superintendent. During the summer of 2009 the Board of Education is working to update its website and is also working with the Connecticut Association of Boards of Education to update the Policy Manual and to make it available on the district website as policies are updated or made available on the website you will be notified through your school.

TEXT OF RELEVANT LAWS

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 (FEDERAL)

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.”

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (FEDERAL)

“It shall be an unlawful employment practice for an employer
(1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment because of such individual’s sex or,
(2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of such individual’s sex.”

It is the policy of the New Haven Board of Education not to discriminate on the basis of race, color, national origin (in accordance with Title VI of the Civil Rights Act of 1964), sex (in accordance with Title IX of the Educational Amendments of 1972) or handicap (in accordance with Section 504 of the Rehabilitation Act of 1972) in any of its vocational educational programs or regular academic programs or activities.

The following vocational programs are offered; technology education, business technology, life management, school to career opportunities, and health assistance.

CONNECTICUT HUMAN RIGHTS AND OPPORTUNITIES ACT -

“It shall be a discriminatory practice in violation of this section:
for an employer, by himself or his agent, for an employment agency, by itself or its agent, or for any labor organization, by itself or its agent to harass any employee, person seeking employment or member on the basis of sex.”

A summary of course offerings, vocational opportunities and admission criteria is available from the Guidance Department at the high schools.



New Haven Public Schools Transportation Department

Phone: (203) 946-8418 Fax: (203) 946-7507
E-Mail: tbarra@new-haven.k12.ct.us

Administrative Office
Gateway Center
54 Meadow Street
New Haven, CT 06519

Dear Parent or Guardian,

The City of New Haven, the New Haven Board of Education, and our bus company are extremely concerned about the safety and welfare of your child. With that in mind, effective immediately, the following procedures must be strictly followed:

Pre-kindergarten, kindergarten or first grade children will **NOT** be let off the school bus in the afternoon without a responsible adult at the stop to meet them (an adult must meet them even if they get off with an older brother or sister). **Any adult other than the parent or guardian must be on record with the school. Please contact your school principal for details concerning this.** When the school bus arrives at the designated stop in the afternoon and an approved adult is not physically present to meet the pre-k, kg, or first grade child, the child will **NOT** be allowed off the bus and will be returned to school.

- The first time this happens you will receive a written warning.
- The 2nd time your child will lose his/her bus riding privilege for 3 days (you are responsible for getting your child to and from school those days).
- The 3rd time it happens, school bus transportation will be suspended for the remainder of the school year and a referral will be made to the New Haven Police and the DCF (Department of Children and Family Services).

All parents of pre-k, kindergarten or a first grader must sign the Transportation Services Agreement (pink).

Thank you for your anticipated cooperation.

Sincerely,

A handwritten signature in black ink that reads "Teddi Barra". The signature is fluid and cursive.

Teddi Barra
Transportation Coordinator



New Haven Public Schools Transportation Department

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Queridos padres o guardianes:

La ciudad de New Haven y nuestra compañía de autobuses estamos muy preocupados por el bienestar y la seguridad de su hijo. Debido a esto, y efectivo inmediatamente, las siguientes regulaciones serán impuestas:

Niños de Pre-Kindergarten, Kindergarten o en primer grado no podrán bajarse del autobús por la tarde sin que se encuentre un adulto responsable esperándoles en la parada del autobús (un adulto tiene que estar esperándoles aunque el niño tenga un hermano/a mayor). **Cualquier adulto que no sea el padre o el guardián tendrá que estar apuntado oficialmente con la escuela. Por favor hable con el principal de su escuela para más detalles al respecto.** Si al llegar el autobús a la parada designada no hay un adulto previamente designado para recoger al niño de Pre-Kindergarten, Kindergarten o de primer grado, el niño NO se podrá bajar del autobús y será devuelto a la escuela.

- La primera vez que esto suceda usted recibirá una carta de advertencia.
- La 2da vez su hijo perderá el privilegio de montar en el autobús por 3 días (y usted será responsable de traerlo y recogerlo por esos 3 días).
- La 3ra vez que esto suceda, la transportación en el autobús escolar será suspendida por el resto del año escolar y el caso se referirá a la policía de New Haven y al DCF (Departamento de Servicios para Niños y Familias).

Todos los padres de niños en Pre-K, Kindergarten o en primer grado deben de firmar la forma (Transportation Services Agreement) color rosado.

Anticipando su cooperación y agradeciendo su ayuda,

Sinceramente,

Teddi Barra
Transportation Coordinator

**NEW HAVEN PUBLIC SCHOOLS GUIDELINES
for
STUDENT TRANSPORTATION SERVICES**

The Superintendent of Schools has mandated that a safe, orderly learning environment will be provided for all students and it is the policy of the New Haven Board of Education to provide safe, orderly, efficient transportation to all who are eligible. State Law (Public Act 83-119) grants to boards of education the authority to suspend transportation of any student whose conduct, while awaiting or receiving transportation to or from school, endangers persons or property or is in violation of publicized policy of such board. Accordingly, the following procedures will be adhered to regarding student conduct while waiting at or near a bus stop or riding a school bus.

A. RESPONSIBILITIES OF PARENTS

1. Review bus transportation rules and regulations with their children.
2. Complete Services Agreement form and return to school principal.
3. Work with bus driver and principal to resolve problems.
4. You or a responsible adult so designated by you must be at the bus stop at dismissal time to receive your child. (If there is an unexpected problem on a given day, you must contact your child's principal to make alternative arrangements).
5. Parents who fail to meet their child at the bus stop will be sent a written warning.
6. Parents who fail to meet their child a second time will have their child suspended from bus transportation for three days and will be responsible for transporting their child to and from school.
7. If a third violation occurs, bus transportation for your child will be terminated for the remainder of the year, an officer from the New Haven Police will visit the parent's home, and a DCF (Department of Child & Family Services) referral will be made.

B. RESPONSIBILITIES OF STUDENTS

1. Obey and follow all rules and regulations of the Transportation Department and the New Haven Board of Education.

C. RESPONSIBILITIES OF DRIVERS

1. Maintain communication with principal regarding misconduct of students.
2. Speak to individual(s) involved in misconduct to request cooperation. Assist in the resolution and prevention of problems.

**ESCUELAS PUBLICAS DE NEW HAVEN GUÍA
para
LOS SERVICIOS DE TRANSPORTACIÓN
AL ESTUDIANTE**

El Superintendente de Escuelas, Dr. Reginald Mayo, ha ordenado que se le provea a todos los estudiantes un ambiente educativo ordenado y seguro. Es la política de la Junta de Educación de New Haven el proveer una transportación eficiente, segura, y ordenada a todos los estudiantes elegibles. La Ley Estatal (Decreto Publico 83-119) otorga a las juntas de educación locales la autoridad para suspender la transportación a cualquier estudiante cuya conducta, mientras esté esperando o recibiendo transportación desde o hacia la escuela, ponga en peligro a personas, propiedad, o viole la política publicada de dicha junta. Por lo tanto, los siguientes procedimientos se harán cumplir en relación al comportamiento de los estudiantes mientras viajen en los autobuses escolares.

A. RESPONSABILIDADES DE LOS PADRES

1. Revisar las normas y reglamentos con sus hijos.
2. Llenar la forma en blanco y devolverla al/la principal.
3. Trabajar con el chofer y el principal para resolver cualquier problema que surja.
4. Usted o una persona adulta responsable debe de ser designada para recoger a su niño en la parada de autobús a la hora de salida. (Si tiene algún problema en un día particular, usted debe de comunicarse con el principal y hacer otros arreglos para recoger a su niño.
5. Padres que no recojan a sus niños en la parada del autobús se le enviará un aviso/ advertencia por escrito.
6. Padres que no recojan a sus niños por segunda vez, el servicio de transportación del niño será suspendido por tres días, y usted será responsable de transportar a su niño.
7. Si una tercera violación ocurre, los servicios de transportación serán terminados por el resto del año escolar, y usted será referido y visitado por un oficial del Departamento de Policía de New Haven y de DCF (Departamento de Servicios al Niño y a la Familia).

B. RESPONSABILIDADES DE LOS ESTUDIANTES

1. Obedecer y seguir todas las normas y reglamentos del departamento de

3. If Step 2 fails, take steps to correct problem by filling out appropriate disciplinary form.
4. Submit completed form to principal as soon as possible providing as much information as possible regarding violation.
5. Telephone principal as soon as possible for SERIOUS student misconduct to inform him/her of the incident. (Disciplinary form should be completed and forwarded to principal as soon as possible following incident.)
6. NEVER suspend students from bus transportation at any time. Only principal can suspend.

D. RESPONSIBILITIES OF TEACHERS

1. Review rules and regulations with students as appropriate.
2. Assist students, parents, principal, bus drivers with the resolution and prevention of bus problems.

E. RESPONSIBILITIES OF PRINCIPALS

1. Maintain on-going communication with bus driver, students and parents regarding student behavior. (Principal should greet buses in the A.M. and at dismissal time.)
2. Distribute transportation rules and regulations to parents. Collect signed acknowledgments from parents indicating they have received and understand the rules and regulations.
3. Review transportation rules and regulations with all students as often as possible.
4. Inform and/or conduct conferences with students and parents regarding student misconduct whenever necessary to correct problem.
5. Warn and/or suspend students for misconduct whenever appropriate. Meet with and/or notify parents PRIOR to suspending students.
6. Assign seats to students when appropriate.
7. Maintain records of all warnings, suspensions, parental contacts, conferences, etc.

F. DISCIPLINARY PROCEDURES

The following process is to be followed for all "routine" student misbehavior EXCEPT serious violations such as smoking, fighting, etc. The principal may use his/her discretion at any step of the process when serious incidents occur. Parent conferences may be conducted at any level as appropriate, especially before or after a student is suspended from bus transportation.

Step 1 VERBAL WARNING (either by bus driver or principal.)

transportación y de la Junta de Educación de New Haven.

F. PROCEDIMIENTOS DISCIPLINARIOS

El siguiente proceso se llevara a cabo para toda conducta inadecuada de rutina del estudiante EXCEPTO las violaciones serias como fumar, peleas .etc. El principal podrá ejercer su discreción en cualquiera de los pasos del proceso cuando ocurra un incidente grave. Las conferencias con los padres se podrán llevar a cabo a cualquier nivel que sea apropiado. Especialmente antes o después que un estudiante haya sido suspendido de los servicios de transporte.

1er Paso - ADVERTENCIA VERBAL (por el chofer o el principal).

2do Paso - ADVERTENCIA ESCRITA (por el chofer o el principal).

- a. El chofer completará la forma disciplinaria y la someterá al principal lo antes posible.
- b. El principal se reunirá con los estudiantes y se comunicará con los padres.
- c. El principal enviará por correo la forma disciplinaria a los padres y al personal pertinente.

3er Paso - SUSPENSIÓN

a. El principal completará las formas de suspensión, informará a los padres de la suspensión, y enviará las formas de suspensión a los padres y al personal pertinente. Los estudiantes no se podrán suspender de los servicios de transportación escolar sin conocimiento previo de los padres.

1. 1 ra Suspensión - la suspensión no será por más de tres (3) días.
2. 2da Suspensión - la suspensión no será por más de diez (10) días escolares.
3. 3ra Suspensión - la suspensión podrá extenderse por más de diez (10) días escolares o el estudiante podrá perder el privilegio de la transportación por el resto del año escolar. El director de área deberá aprobar cualquier suspensión que se exceda diez (10) o más días escolares.

REGLAMENTOS DE LOS AUTOBUSES DE LAS ESCUELAS PÚBLICAS DE NEW HAVEN

1. Solamente a los estudiantes que son elegibles para la transportación les será permitido viajar en los autobuses de ida y vuelta a la escuela cada día. Amigos e invitados no deben de ser invitados a

Step 2 WRITTEN WARNING (either by bus driver or principal.)

- a. Driver completes disciplinary form and submits to principal as soon as possible.
- b. Principal meets with student and informs parent.
- c. Principal mails disciplinary form home to parent and to appropriate personnel.

Step 3 SUSPENSION

- a. Principal completes transportation suspension forms, informs parent of suspension, and forwards suspension forms to parent and appropriate personnel. Students are NOT to be suspended from bus transportation until the parent is informed.
 1. 1st Suspension - length of suspension not to exceed three (3) days.
 2. 2nd Suspension - length of suspension not to exceed ten (10) school days.
 3. 3rd Suspension - length of suspension may exceed ten (10) school days or loss of transportation privilege for remainder of school year. Area director must approve of any suspension which exceeds ten (10) or more school days.

NEW HAVEN PUBLIC SCHOOLS BUS REGULATIONS

1. Only students eligible for transportation will be permitted to ride buses to and from school each day. Friends and guests are not allowed to ride the bus.
2. Riding the bus is a privilege. Pupils riding buses must obey all rules and regulations.
3. The driver is in charge of the bus and assigned seats. Students shall render the driver the same respect and courtesy given a teacher.
4. While waiting for the bus the student is to:
 - a. Get to the bus stop ten (10) minutes early. Tardy students will be left behind as the bus driver has a schedule to maintain.
 - b. Always stay back from the edge of the road; always stay off the traveled roadway.
 - c. Respect other people's property.
 - d. Do not push or shove while other people are waiting to get on the bus.
 - e. Do not throw objects.
 - f. Wait until the bus comes to a stop before approaching to get on.
5. When boarding or leaving a bus a student is to:
 - a. Step on and off quickly, quietly, and safely at only the front door (except in case of

viajar en el autobús.

2. Viajar en el autobús es un privilegio. Los estudiantes que viajan en los autobuses deberán obedecer todas las normas y reglamentos.
3. El chofer es el encargado del autobús y asigna los asientos. Los estudiantes deberán rendirle al chofer el mismo respeto y cortesía que le brindan a sus maestros.
4. Mientras el estudiante espera por su autobús deberá:
 - a. Llegar a la parada diez (10) minutos antes de la hora especificada. Los estudiantes que lleguen tarde perderán el viaje ya que el chofer tiene un itinerario que mantener.
 - b. Alejarse de la orilla de la calle; no pararse en la calle donde transitan los vehículos.
 - c. Respetar la propiedad privada.
 - d. No empujar a los demás compañeros mientras estén esperando la llegada del autobús o cuando estén subiendo al mismo.
 - e. No tirar objetos.
 - f. Esperar hasta que el autobús se detenga antes de subirse.
5. Al subirse o bajarse del autobús el estudiante debe:
 - a. Subirse o bajarse de una manera rápida, callada y ordenada. Usar la puerta del frente (excepto en casos de emergencia.)
 - b. Cruzar la calle, si es necesario, enfrente del autobús y en plena vista del chofer. CAMINE, NO CORRA!
 - c. Tener cuidado con los vehículos que transitan.
 - d. Permanecer sentado hasta que el autobús se detenga completamente.
 - e. Seguir las instrucciones del chofer.
6. Mientras el estudiante esté en el autobús deberá:
 - a. Permanecer sentado en todo momento hasta que el autobús se detenga y salga de viaje.
 - b. Mantener los brazos, pies, y otros artículos fuera del pasillo central del autobús.
 - c. Nunca traer recipientes u objetos de cristal al autobús.
 - d. No tirar objetos por las ventanas o dentro del autobús.
 - e. Mantener los brazos y cabeza dentro del autobús.
 - f. Hablar en voz baja y no jugar activamente dentro del autobús.

- an emergency).
 - b. Cross properly in view of the driver in front of the bus if crossing the street. WALK, don't run.
 - c. Beware of passing cars.
 - d. Wait until the bus has come to complete stop before leaving your seat.
 - e. Follow the instructions of the driver.
6. While on the bus, a student is to:
- a. Remain seated at all times until the bus stops for departure.
 - b. Keep arms, feet and articles out of the aisles.
 - c. Never bring glass containers or glass articles on the bus.
 - d. Never throw items out of windows or on the bus.
 - e. Keep head and arms inside the bus.
 - f. Talk quietly and never play actively on the bus.
 - g. Help keep the bus clean.
 - h. Be silent when bus is crossing railroad tracks.
 - i. Do not shout, whistle, or gesture to anyone from the bus windows.
 - j. Keep hands to oneself.
 - k. Do not damage or deface the bus in any way. Those willfully doing so will pay forth damage and will be suspended from riding the bus. Report any damage observed to the driver.
 - l. Realize that school rules are in effect while students are on the bus.
7. Parent's responsibility in bus transportation is to:
- a. Review bus regulations with the children.
 - b. Insure that their children arrive at the bus stop each day prior to the arrival of the bus.
 - c. Provide forth necessary supervision of their children while going to or returning from the bus stop.
 - d. Work with school officials in seeing that children act responsibly and properly.
 - e. Make certain the parent or a designated adult is at the bus stop to meet handicapped children.
 - f. Students who persist in violating bus regulations may lose their bus riding privilege for the school year. Serious violations will result in immediate student bus suspension.

- g. Ayudar a mantener el autobús limpio.
 - h. Mantener silencio cuando el autobús esté cruzando las vías del tren.
 - i. No deberá gritar, pitar o gestionar desde las ventanas del autobús.
 - j. Mantener sus manos donde corresponden (no encima de un compañero).
 - k. No deberá dañar o destruir el autobús. Los estudiantes que lo hagan de una manera maliciosa serán responsables por los daños y serán suspendidos de su privilegio de transportación. Deberán informarle al chofer cualquier daño observado.
 - l. Recordar que los reglamentos de la escuela están en efecto mientras los estudiantes viajan en el autobús.
7. Las responsabilidades de los padres en cuanto a la transportación en el autobús son:
- a. Revisar las normas y reglamentos con sus hijos.
 - b. Asegurarse de que sus hijos lleguen a tiempo a la parada (antes de la llegada del autobús).
 - c. Proveer la supervisión necesaria de sus hijos mientras van y/o regresan de la parada.
 - d. Trabajar con los oficiales escolares en cuanto al comportamiento responsable y adecuado de los niños.
 - e. Asegurarse de que uno de los padres u otro adulto designado este en la parada para recibir al estudiante incapacitado.
 - f. Los estudiantes que insistan en no hacerle caso a los reglamentos del autobús podrán perder el privilegio del transporte por todo el año escolar. Infracciones graves resultaran en la suspensión inmediata de los servicios de transportación.

GUÍA DE TRANSPORTACIÓN PARA LOS ESTUDIANTES DE EDUCACION ESPECIAL Y/O ESTUDIANTES INCAPACITADOS

A. RESPONSABILIDADES DE LOS PADRES

1. Se espera que los padres tengan al estudiante listo por lo menos diez (10) minutos antes de la hora indicada de recogida.
2. Se espera que los padres recojan a su hijo/a o tengan un adulto responsable en el lugar que los deja el autobús. Si un estudiante es regresado a la escuela porque no había un adulto esperando para recogerlo/a, el padre sera responsable de proveer la transportación de regreso al hogar de su hijo/a.
3. La escuela de su hijo/a debe tener el numero telefónico de su residencia y por lo menos un

**TRANSPORTATION GUIDELINES FOR SPECIAL
EDUCATION
and/or HANDICAPPED STUDENTS**

A. RESPONSIBILITIES OF PARENTS

1. Parents are expected to have students ready at least ten (10) minutes prior to the scheduled pick up time.
2. Parents are expected to receive children or arrange to have a responsible adult at the designated drop off point. If a child is returned to school because no one received him/her, it is the parent's responsibility to arrange transportation home.
3. Home telephone numbers and at least one emergency number must be made available to your child's school.
4. In the event there is a family crisis, parents must assume the responsibility for notifying school officials and arranging alternative plans for us to return your child from school.

B. RESPONSIBILITIES OF STUDENTS

1. Remain seated at all times until the bus stops for departure.
2. Do not remove the seat belts while the van is in motion.

C. DISCIPLINARY PROCEDURES

The following procedures will be implemented if the rules mentioned above are not followed.

1. **First Offense:** The parents/guardians are notified by a phone call, and a warning letter is sent to the home. The parent is responsible for getting the child to school the next day.
2. **Second Offense:** Student will be suspended from his/her ride for three (3) school days and the parent is responsible forgetting the child to school for those three (3) days.
3. **Third Offense:** Student will be suspended from his/her ride for five (5) school days and the parent must supply his/her own transportation. A conference will be required involving parent and student before the student is allowed back on the bus. Continued offenses will lead to complete termination of bus privileges and the parent will have to find his/her own transportation to and from school. Failure to do so will result in school officials contacting DCF charging parents with child neglect.

numero telefónico en caso de emergencia.

4. En caso de una crisis familiar, los padres deberán asumir responsabilidad de notificar a los oficiales escolares y de hacer arreglos alternativos para que podamos regresar a su hijo/a al hogar.

B. RESPONSABILIDADES DE LOS ESTUDIANTES

1. Permanecer sentados en todo momento hasta que el autobús se detenga y salga de viaje.
2. No quitarse los cinturones de seguridad mientras el autobús este en movimiento.

C. PROCEDIMIENTOS DISCIPLINARIOS

Los siguientes procedimientos se impondrán si no se siguen los reglamentos indicados anteriormente.

1. Primera Ofensa: Los padres o el tutor legal serán notificados por teléfono, y se enviara una carta de advertencia al hogar. El padre o la madre es responsable de llevar al hijo/a a la escuela al día siguiente.
2. Segunda Ofensa: El estudiante sera suspendido/ a de su transportación del estudiante de ida y vuelta a la escuela durante los próximos tres (3) días.
3. Tercera Ofensa: El estudiante sera suspendido de su transportación por cinco (5) días escolares y el padre o la madre deberá proveer su transportación durante esos días. Será obligatorio el tener una conferencia con los padres y el estudiante antes de que se le permita viajar en el autobús o van. Si el estudiante comete ofensas adicionales se le dará por terminado los servicios de transportación a la escuela y los padres tendrán que buscar su propia transportación a la escuela. Si los padres no toman la responsabilidad de la transportación de sus hijos, los oficiales escolares podrán comunicárselo a DCF acusando a los padres de negligencia.

NEW HAVEN PUBLIC SCHOOLS SCHOOL TRANSPORTATION WARNING REPORT

Date _____

Dear _____
(Parent/Guardian Name)

As you are aware all students who ride buses are subject to bus regulations and all school policies while passengers on the bus or at the bus stop. Any misbehavior which distracts the driver can jeopardize the safety of all passengers. Students who violate bus rules create serious hazards for all passengers. Your child _____ has been warned about violating the rule(s) checked below. (child's name)

_____ Disrespectful to bus driver, others

_____ Pushing/Tripping

_____ Refusal to follow directions

_____ Littering

_____ Profanity/Offensive Language

_____ Fighting

_____ Shouting/Screaming

_____ Smoking

_____ Bothering/Teasing Others

_____ Vandalism

_____ Other _____

COMMENTS:

Further violation of rules and regulations may result in your child being suspended from bus privileges for a period of time as determined by the principal.

Your cooperation and assistance in speaking to your child about his/her conduct is appreciated. Please call the school to arrange a conference regarding this problem.

Driver's Name

Bus #

Date

ACTION TAKEN BY PRINCIPAL: _____

Thank you very much.

Sincerely,

Principal

ESCUELAS PUBLICAS DE NEW HAVEN

INFORME DE ADVERTENCIA SOBRE LA TRANSPORTACION ESCOLAR

Fecha _____

Estimado _____
(nombre del padre/encargado)

Como usted sabe, los estudiantes que viajan en los autobuses escolares están sujetos a regulaciones y reglamentos mientras son pasajeros o están en la parada del autobús escolar. Cualquier comportamiento que distraiga al conductor pone en peligro la seguridad de todos los pasajeros. Los estudiantes que violan los reglamentos del autobús escolar crean riesgos muy serios a todos los pasajeros.

Su hijo _____ ha sido advertido por haber violado el reglamento
(nombre del niño)
mencionado a continuación.

- | | |
|--|----------------------|
| _____ Irrespetuoso con el conductor, otros | _____ empuja/tropeza |
| _____ rehusa seguir instrucciones | _____ tira basura |
| _____ usa lenguaje profano/ofensivo | _____ pelea |
| _____ grita/chilla/vocifera | _____ fumar |
| _____ molesta/se burla de otros | _____ vandalismo |
| _____ otro _____ | |

Otras violaciones a los reglamentos y regulaciones pueden resultar en que su hijo sea suspendido de los privilegios de viajar en el autobús escolar por un periodo de tiempo determinado por el principal.

Hable con su hijo sobre su conducta. Su cooperación y asistencia son apreciadas.

nombre del conductor # de autobús día

Acción tomada por el principal: _____

Muchas gracias

Sinceramente,

Principal

NEW HAVEN PUBLIC SCHOOLS SCHOOL TRANSPORTATION SUSPENSION REPORT

Date _____

Dear _____
(Parent/Guardian Name)

As you are aware all students in our school system who are transported to school are subject to all rules and regulations of the transportation department and the New Haven Public Schools.

Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

_____ has been cited for an infraction of the rules checked
(Child's Name)
below and is hereby suspended from bus transportation for a period of _____ days from
_____ to _____ for the reason(s) checked below.
(date) (date)

___ Disrespectful to bus driver, others

___ Pushing/Tripping

___ Refusal to follow directions

___ Littering

___ Profanity/Offensive Language

___ Fighting

___ Shouting/Screaming

___ Smoking

___ Bothering/Teasing Others

___ Vandalism

___ Other _____

COMMENTS:

Previous Action(s) (if any):

	Date	Action Taken
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Please call the school to arrange a conference as soon as possible. Thank you very much.

Sincerely,

NEW HAVEN PUBLIC SCHOOLS TRANSPORTATION SERVICE COMPLAINT REPORT

Date _____

Time _____

Bus Company _____

Bus No. _____

Driver _____

School _____

Check off Problem Category Below:

1. Suspected use of alcohol or drugs

2. Safety concerns

3. Abusive language or behavior

4. Rudeness of driver

5. Irresponsible behavior

6. Reckless driving

7. Physical handling of children

8. Missing stops

9. Early arrival:
Scheduled arrival _____ Actual arrival _____

10. Late arrival:
Scheduled arrival _____ Actual arrival _____

11. Other (describe below):
(Comments): _____

Complainant _____ Phone _____

ESCUELAS PUBLICAS DE NEW HAVEN INFORME DE QUERELLAS SOBRE EL SERVICIO DE TRANSPORTACION

Fecha _____ Hora _____

Compañía de autobuses _____ # de autobús _____

Conductor _____ Escuela _____

Marque a continuación la categoría del problema:

- 1. Sospecha de uso de drogas o alcohol
- 2. Preocupaciones sobre seguridad
- 3. Lenguaje o comportamiento abusivo
- 4. Rudeza del conductor
- 5. Comportamiento irresponsable
- 6. Guía atolondrado, temerario
- 7. Manejo físico de los niños
- 8. Olvida hacer algunas paradas
- 9. El autobús llega temprano
Hora programada _____ Hora en que llega _____
- 10. El autobús llega tarde:
Hora programada _____ Hora en que llega _____
- 11. Otro (describa a continuación):

Comentarios: _____

Demandante _____ Teléfono _____

**Title VI, Title IX, and Section 504 Coordinators
Coordinadores de Título VI, Título IX y Sección 504**

2009/2010

School District Title IX Coordinator

Vallerie Hudson-Brown, 54 Meadow St., New Haven, CT 06519 Tel. 946-8888

School District Title VI Coordinator

Andrea Lobo-Wadley, 54 Meadow St., New Haven, CT 06519 Tel. 946-8808

Gender Equity Coordinator

Coordinadora de Igualdad de Sexo

Mary Ann O'Brien

580 Ella Grasso Blvd., New Haven 06519 Tel.492-0213

District Section 504 Compliance Coordinator

Coordinadora de Acatamiento – Sección 504

Leona Ambrosini, 54 Meadow St., New Haven 06519 Tel 946-4886

Parent Advocate

Daniel Diaz,, 54 Meadow St. New Haven, CT 06519 Tel 946-5087

School-Based Title VI and Title IX Coordinators

Barnard School – Thomas Burns
170 Derby Ave., New Haven, 691-3500

Micro Society – Cynthia Willetts
311 Valley St., New Haven, 946-7761

Beecher School – Kathy Russell
100 Jewell Street, New Haven, 691-3800

Nathan Hale School – Lucia Paoella
480 Townsend Ave., New Haven, 946-8669

Bishop Woods School – Barbara Chock
1481 Quinnipiac Ave, New Haven, 946-8623

Ross/Woodward School – Cheryl Brown
185 Barnes Ave., New Haven, 691-3100

Brennan School – Celeste Davis
200 Wilmot Road, New Haven, 946-8640

Troup Academy – Abby Ostruzka
259 Edgewood Ave, Hamden, 691-3000

Celentano Music Academy – Keisha Redd
400 Canner St., New Haven, 691-3400

Truman School - Kathy Matter
114 Truman St., New Haven, 691-2100

Clarence Rogers – Principal
199 Wilmot Rd., New Haven, 946-5400

Mauro-Sheridan Academy – Denise Coles-Cross
191 Fountain St., New Haven, 946-5970

Clemente Leadership Academy. – Leroy Williams
130 B Leeder Hill., Hamden, 946-8886

Wexler/Grant School – Willie Elder
55 Foote Street, New Haven, 946-8689

Clinton Avenue School – Carmen Rodriguez
293 Clinton Ave., New Haven, 691-3300

Cross High School – Rose Coggins
181 Mitchell Drive, New Haven,

Columbus Academy – Abie Benitez
69 Grand Ave., New Haven, 946-8620

CT Scholars – Judy Puglisi
45 Nash Street, New Haven, 946-2986

Conte West Hills School – Diane Spence
511 Chapel Street, New Haven, 946-8613

Coop High School – Michael Golia
177 College St., New Haven, 691-2400

Sci & Eng Univ Mag, Marjorie Edmunds Lloyd
St. Stans, 804 State St. 946-5659

Hill Regional Career High School – Michael Ceraso
140 Legion Ave., New Haven, 946-5845

Davis School – Mary Anne Apuzzo / E. Manning
130 Orchard Street, New Haven, 946-8660

Early Childhood Learning Ctr. – Leota Tucker
495 Blake St., New Haven, 946-5300

East Rock School – Michael Conte
133 Nash Street, New Haven, 946-8875

Edgewood School – Bonnie Pachesa
737 Edgewood Ave., New Haven, 946-8611

Fair Haven School – Kim Johnsky
164 Grand Ave., New Haven, 691-2600

Hill Central Academy – Glen Worthy
460 Lexington Ave - 375 Quinnipiac Ave,
New Haven, 946-8680

Hooker School –Robert Rifenburg
180 Canner Street, New Haven, 691-3700
691 Whitney Ave., New Haven, 946-6610

Jepson School – Valerie Tilley
15 Lexington Ave., New Haven, 691-2200

John Daniels School – Gina Wells
569 Congress Ave., New Haven, 691-3600

John Martinez School – Sequella Coleman
100 James Street, New Haven, 691-2000

King/Robinson School – Iline Tracey
150 Fournier St., New Haven, 691-2700

Lincoln-Bassett School – Rosa Cates
130 Bassett St., New Haven, 946-8839

Strong School – Karissa O’Keefe
69 Grand Ave. New Haven, 946-8657

Helene Grant Head Start – Carolyn Kinder
185 Goffe St., New Haven, 946-8666

Hillhouse High School – Althea Norcott
480 Sherman Pkwy, New Haven, 946-8484

High School in the Community – Sheryl Hershonik
175 Water Street, New Haven, 946-7022

Hyde Leadership School – John Russell
306 Circular Ave., Hamden, 946-8121

Metropolitan Business Academy – Petrina Blakeslee
130 Leeder Hill, Hamden, 946-6731

New Haven Academy – Greg Baldwin
444 – 448 Orange St., New Haven, 946-8995

Riverside Education Academy – Wanda Gibbs
560 Ella Grasso Blvd., New Haven, 946-7180

Sound School – Caroline Griffin
60 South Water Street, New Haven, 946-6937

Adult Continuing Educ. Ctr. – Alicia Caraballo
580 Grasso Blvd., New Haven, 492-0213

Polly McCabe School – Bernadette Strode
21 Wooster Place, New Haven, 946-8758

Urban Youth Center – Principal
580 Dixwell Ave., New Haven, 946-5935

Betsy Ross School – Peggy Moore
150 Kimberly Ave., New Haven, 946-8974

Zigler Center – Anita Atkins
81 Olive Street, New Haven, 946-8976

New Horizons School for Higher Achievement
Janie Holmes
103 Hallock Ave., New Haven, 946-7342

Dixwell New Light High School – Mike Patterson
192 Dixwell Ave., New Haven, 946-5617

This form is updated annually and included in every student’s orientation package.

Este documento es revisado anualmente e incluido en el paquete de orientación de cada estudiante.