

Henniker School Board  
Procedure for Handling Parent Transportation Requests

- I. Verify that the Parent Request has been:
- A. Received in writing.
  - B. Evaluated using the attached Parent Request Form including:
    - 1. Assistant Principal Evaluation
    - 2. Bus Manager Evaluation
    - 3. Transportation Committee Recommendation
    - 4. Superintendent or Business Manager's Comments
  - C. Notwithstanding that in the ordinary course, transportation requests are considered, and acted upon, by the Transportation Committee, and Henniker School Board, the HCS Administration, in consultation with the bus manager, may act upon a request if all the following criteria are met:

- 1) The request does not create a safety issue;
- 2) the request does not lengthen or add substantial time to the route;
- 3) the request is in accordance with NH RSA 189:6, 7, 8 & 9.

If the HCS Administration acts favorably upon such a request, the decision will be reported to the requesting individual(s) in writing (e-mail, US Mail or fax). If the HCS Administration denies such a request, the request will be submitted to the Transportation Committee for further review in accordance established procedures.

- II. Schedule the Parent Request to be reviewed by the Henniker School Board at the next available board meeting date.
- III. Notify the parents of the scheduled review date.
  - A. Invite them to attend and present their request.
  - B. Review general board procedure with the parents.
- IV. Distribute all pertinent information to board members for review prior to scheduled meeting date.
- V. At the scheduled board meeting, board members will:
  - A. Listen to the parent's presentation.
  - B. Listen to the Superintendent or Business Manager's review and comments and input from other Transportation Committee Members.
  - C. Open the floor for board discussion, comments, and further questions.
  - D. Give the parents a final opportunity for response.
  - E. Make a motion to accept, reject, or change the request, or defer due to insufficient information. It is suggested that board members make their decision while considering this proposed list of priorities:

|                  |                     |
|------------------|---------------------|
| Legal Issues     | Safety Concerns     |
| Financial Impact | Convenience Factors |

1. If the parent request is accepted, rejected, or changed, then the Henniker School Board will inform them of the opportunity for reconsideration by the Henniker School Board. Further appeals are possible through the Transportation Committee.
2. If the Henniker School Board defers its decision due to insufficient information, they will make every attempt to repeat this process for the next scheduled board meeting. Assignments will be made in order to gain the following possible information:
  - a. Legal Council.
  - b. State Review and Recommendation.
  - c. On site review by individual board members.
  - d. Further data or photos provided by the parents.
  - e. Consultation with police department and/or Henniker Road Agent.
  - f. Other.
3. The Henniker School Board decisions will be summarized in writing, to the parents within 2 weeks, including:
  - a. The Board's decision and explanation.
  - b. The parent's right for reconsideration by the Henniker School Board.