Board Special Meeting

Work Session: 2020-21 Reopening Update; Executive Session: To discuss with legal counsel representing the agency litigation and/or potential litigation. RCW 42.30.110(1)(i).

August 25, 2020, 8:30-10:00:30 a.m.

Meeting to be held remotely

By SPSTV Broadcast and YouTube Streaming (See details below)

By Teleconference: +1 206-800-4125 (Conference ID: 173 107 677#)

Agenda

Call to Order 8:30am

Work Session: 2020-21 Reopening Update

- Revisions to the 2020-21 School Year Calendar
- Revisions to the 2020-21 Transportation Service Standards: Ridership Eligibility – School Day Start and End Times

Executive Session: 10:00am*

To discuss with legal counsel representing the agency litigation and/or potential litigation. RCW 42.30.110(1)(i).

Adjourn 10:3000am*

This meeting will be streamed and broadcast by SPSTV:

- Online Streaming via SPSTV YouTube page: https://www.youtube.com/channel/UCbWeZY-zLJlpQG-xsJ1Xy2Q?

- Broadcast in Seattle
  - Comcast 26 (standard-def) 319 (hi-def)
  - Wave 26 (standard-def) 695 (hi-def)
  - Century Link 8008 (standard-def) 8508 (hi-def)

IMPORTANT NOTE: This meeting will be held remotely without an in-person location per the Governor’s proclamation prohibiting public agencies from conducting meetings subject to the Open Public Meetings Act in-person to curtail the spread of COVID-19, and consistent with School Board Resolution 2019/20-29. The public is being provided remote access through SPSTV (YouTube and Broadcast) and teleconference as noted above. There is a maximum capacity for the teleconference line, and a “waiting room” may be utilized to address capacity. Additional attendees will be admitted from the waiting room as capacity permits.

Special meetings of the Board, including work sessions and retreats, may contain discussion and/or action related to the items listed on the agenda. Executive sessions are closed to the public per RCW 42.30. "Times given are estimated."
SCHOOL BOARD ACTION REPORT

DATE: Aug. 18, 2020
FROM: Denise Juneau, Superintendent
LEAD STAFF: Fred Podesta, Chief Operations Officer
           clover codd, Chief Human Resources Officer
           fhpodesta@seattleschools.org, 206-252-0102
           clcodd@seattleschools.org, 206-252-0027

For Introduction: Aug. 26, 2020
For Action: Aug. 26, 2020

1. TITLE

Approval of the Revised 2020-21 Transportation Service Standards: Ridership Eligibility, and approval of the Revised 2020-21 School Year Calendar

2. PURPOSE

To revise the approved Transportation Service Standards for the 2020-21 school year, which determines where and when the district provides transportation for students and lists bell times, and to revise the School Year Calendar for the 2020-21 school year to change the date the school year starts.

3. RECOMMENDED MOTION

I move that the School Board:

• Approve the recommended revised Transportation Service Standards for the 2020-21 school year by deleting Appendix B and authorize the Superintendent to implement the standards with minor modifications as needed; and
• Approve the recommended revised School Year Calendar for the 2020-21 school year by changing the first day of school to Sept. 4, 2020.

Immediate action is in the best interest of the district.

4. BACKGROUND INFORMATION

a. Background

The adoption of the Transportation Service Standards is an annual action by the board of directors. The 2020-21 standards were approved by the board on March 11, 2020, and includes Appendix B that lists transportation arrival and departure times and start and end times for each school. Changes are recommended to start and end times to allow for consistency across all schools by grade level as the district pursues a primarily remote learning strategy due to the Covid-19 pandemic. The recommended start and end times by grade level are listed in the table below.
This action deletes Appendix B from the standards and authorizes the Superintendent to implement start and end times and transportation arrival and departure times as needed to support consistency by grade level.

Approval of the school year calendar is another annual action by the board of directors. The 2020-21 School Year Calendar was approved by the board on Jan. 22, 2020. The Seattle Education Association and Seattle Public Schools have come to a tentative agreement on the 2020-21 school year calendar and on a request for two additional “waiver days” for the purposes of providing additional professional development to educators prior to the start of school. This results in a change to our already board approved school year calendar. The attached calendar includes two additional waiver days and results in a change to the start of the first day of school. (A resolution supporting an application to the State Superintendent of Public Instruction for the waiver days will be brought to the board for later action.) The new start date to the school year will be Sept. 4, 2020. The last day of school remains June 18, 2021. This calendar continues to build in three “snow/emergency” days.

b. Alternatives

No Action – This is not recommended because the recommended revisions to the school start and end times and school year calendar support planned district operations for 2020-21.

c. Research

Not applicable.

5. **FISCAL IMPACT/REVENUE SOURCE**

There is no fiscal impact for the change of the start times. The two waiver days also have no cost to the district, as they were days employees already were working.

Expenditure: [ ] One-time [ ] Annual [ ] Multi-Year [X] N/A

Revenue: [ ] One-time [ ] Annual [ ] Multi-Year [X] N/A

6. **COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:
Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

7. **EQUITY ANALYSIS**

This action is one component of the district’s 2020-21 reopening plan, which was approved by the board on Aug. 12, 2020. In support of the reopening plan, the Department of Racial Equity Advancement adapted the SPS Racial Equity Analysis Tool to create a Covid-19 Racial Equity Analysis Summary Tool to plan and process how teams will ensure racially equitable responses to crises. This work is rooted in the SPS Strategic Plan and Board Policy 0030.

A racial equity analysis of the results from surveys conducted in May 2020 with SPS families revealed that fewer families of Black and Brown students completed the online survey. As a result of missing these critical family voices, SPS, in partnership with community-based organizations, our research and evaluation department, and the University of Washington, conducted focus groups and other small group convenings to gather opinions and information on remote learning during the spring and planning for the 2020-21 school year.

8. **STUDENT BENEFIT**

This action will benefit students by providing consistent start and end times across grade levels in the district and by allowing for additional staff professional development to support remote learning.

9. **WHY BOARD ACTION IS NECESSARY**

- Amount of contract initial value or contract amendment exceeds $250,000 (Policy No. 6220)
- Amount of grant exceeds $250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter under RCW 28A.330.100, the Board is to “fix the time for annual opening and closing of schools and for the daily dismissal of pupils before the regular time for closing schools.”
- Board Policy No. 6600, Transportation, provides the Board shall approve this item
- Other: ________________________________________
10. **POLICY IMPLICATION**

This motion is in alignment with Policy No. 6600, Transportation, which states Transportation Service Standards shall be reviewed annually for implementation at the start of the next school year.

11. **BOARD COMMITTEE RECOMMENDATION**

This motion did not go to a committee. Revisions to school start and end times were discussed with the full board on Aug. 5, 2020, and Aug. 12, 2020.

12. **TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the revised 2020-21 School Year Calendar goes into effect immediately, and the revised 2020-21 Transportation Service Standards goes into effect Sept. 1, 2020.

13. **ATTACHMENTS**

- 2020-21 Revised Transportation Service Standards (For approval)
- Revised 2020-21 School Year Calendar (For approval)
- 2020-21 Approved Transportation Service Standards (For reference)
REVISED TRANSPORTATION SERVICE
STANDARDS 2020-21: RIDERSHIP ELIGIBILITY
Effective Sept. 1, 2020

Seattle Public Schools is committed to providing safe, efficient, and cost-effective transportation services to the students of our schools. This commitment is guided by the following transportation service standards:

A. ELIGIBILITY:

Students are eligible for district transportation within their assigned attendance area as referenced in the Student Assignment Plan and as described in this section (A) of the Transportation Service Standards.

District arranged transportation will not be provided for those students who by parent or student choice have enrolled in a school other than their assigned school.

1. High Schools - High school students who live within the boundaries of the Seattle School District and who live more than 2 miles from their assigned school are eligible for an ORCA card.

   a. ORCA cards will not be provided for students who do not attend an SPS school but continue to participate in a SPS-school athletics program.

   Specialized transportation is provided in the following circumstances:

   a. Students who require specialized transportation services as determined by their Individualized Education Program (IEP).

   b. Students requiring medical transportation as approved by District Health Services.

2. Middle Schools - Middle school students who live within the boundaries of the Seattle School District and who live more than 2 miles from their assigned school are eligible for transportation. District arranged transportation is provided for those students attending a middle school in their attendance area or linked service area. ORCA cards may be provided for students attending a school outside of their service area or linked service area if they live farther than 2 miles from the school.

   Specialized transportation is provided in the following circumstances:

   a. Students who require specialized transportation services as determined by their IEP.

   b. Students requiring medical transportation as approved by District Health Services.

3. Attendance Area Elementary / Attendance Area K-8 Schools - Elementary and K-8 students who live within the attendance area or linked attendance area
boundaries and outside the designated walk boundaries are eligible for district arranged transportation. ORCA cards may be provided for attendance area K-8 school sixth through eighth-grade students who live within the boundaries of Seattle Public School District choosing a school outside of their attendance area if they live farther than 2 miles of the school.

Specialized transportation is provided in the following circumstances:

a. Students who require specialized transportation services as determined by their IEP.

b. Students requiring medical transportation as approved by District Health Services.

4. **Option Elementary / Option K-8 Schools** – Option School Elementary and K-8 students who live within the boundaries of their service area or linked service area and outside of the designated walk boundaries are eligible for transportation. District arranged transportation is provided for those students attending an elementary or K-8 Option School in their service area or linked service area. ORCA cards may be provided for sixth through eighth-grade students who live within the boundaries of Seattle School District choosing a school outside of their service area if they live farther than 2 miles of the school.

Specialized transportation is provided in the following circumstances:

a. Students who require specialized transportation services as determined by their IEP.

b. Students requiring medical transportation as approved by District Health Services.

**B. BUS STOP LOCATION:**

Assignment Criteria - Students will be assigned to bus stops within the following guidelines:

1. Bus stops will generally be located on arterial or primary residential streets.

2. Walking distance to bus stops will be 1 mile or less for middle/high school students where feasible.

3. Walking distance to bus stops will be 1 mile or less for elementary school students where feasible. Elementary students may cross identified intersections in the recommended walk maps created by the City of Seattle School Traffic Safety Committee and City of Seattle Transportation Department.

**C. BUS STOP MODIFICATION:**

Requests for stop location changes may be submitted to the Transportation Department for review. Bus stops will be modified only under the following conditions:
1. Safety concern - conditions at the established bus stop do not meet the bus stop selection criteria as defined by the district guidelines.

2. Property owner complaint - upon receipt of a concern from a resident adjacent or close by an established bus stop, if after working with the students and schools associated with the bus stop the concern cannot be resolved, a relocation of the stop will be considered.

D. REMOVAL OF ASSIGNED STOP:
Students who do not use their assigned school bus may have their bus stop removed when doing so will result in a reduced operating cost. Prior to a bus stop being removed, parents/guardians will be advised. Parents/guardians will be able to request reinstatement at a later date. Service will be restored within 10 working days of the request.

E. ONE-WAY RIDE TIME:
Attendance Area Elementary and Attendance Area K-8 routes will be designed to operate with travel times of 45 minutes or less where feasible. All other routes will be designed to operate with travel times of 60 minutes or less where feasible. Ride time is defined as the time the first student boards the bus until the bus arrives at school in the morning, or the time the bus leaves the school until the last student is dropped off the bus in the evening.

F. SEATING ON BUSES:
A standard seat on a yellow bus is 39 inches wide. Students from kindergarten through fifth grade may sit three to a seat. Students from sixth through 12th grade will sit two to a seat. No standees are permitted on school/charter buses.

G. BEFORE AND AFTER SCHOOL ACTIVITY BUSES:
Transportation for before school and after school activity programs for elementary and middle schools will be provided to schools and programs that have funding to cover the cost of the service. The following guidelines will apply:
1. Time requested does not conflict with regular to and from service.
2. Bus routes will be designed under the same service standards as to and from transportation.
3. Transportation service level will follow the IEP requirements for special education students.
4. Request for services or changes to services are made at least 10 working days prior to the effective date.

H. RECOMMENDED BUS ARRIVAL/DEPARTURE AND SCHOOL START/END
TIMESCHEDULE:
The bus arrival/departure time window will be according to the attached Appendix B. The bus arrival and departure time window will be 15 minutes prior to school start times. The bus arrival and departure time window will be 10 minutes following school end times. May also be found on the District Transportation Department webpages at https://www.seattleschools.org/departments/transportation

Note: Per construction Master Use Permit, Denny International Middle School and Chief Sealth International High School must begin school a minimum of 30 minutes apart.

I. ARRIVAL AND DEPARTURE TIMES FOR SPECIAL EDUCATION STUDENTS
Bus arrival and departure times for special education students receiving transportation will be the same as general education students unless specified differently by the student’s IEP or 504 (American With Disabilities Act) plan. Bus loading zones for special education buses may only be separate from general education buses when a legitimate, non-discriminatory reason exists and is documented by student’s IEP or 504 plan for the student’s safety or as determined necessary to meet the individualized disability-related needs of the student.

J. ALTERNATE TRANSPORTATION SERVICE ADDRESS:
The assignment address is the default transportation service address. Alternate service addresses will be considered for feasibility for the following situations:

- Child care
- After school activity

The district will assign transportation from one address in the morning and one address in the evening, provided the addresses qualify under the eligibility criteria and are feasible. Transportation will be considered feasible when existing service is available, or a stop can be established without increasing time or cost. The district will assign transportation from (in the morning) or to (in the evening) a maximum of two separate, alternate addresses.

The provision of transportation service to/from an alternate address will be granted for the requested school year only. Parents/guardians must re-apply for consideration of continuation each year.

Schools may issue a temporary bus card to students who (with parent/guardian consent) wish to use an existing stop on an infrequent basis provided there is an existing stop within service assignment guidelines. Stops will not be added for this purpose.
Note: ORCA cards will not be provided for alternate service addresses.

K. NON-RESIDENT STUDENTS:
Non-resident students approved through the Seattle Public Schools Service Center to attend a Seattle Public School from an out-of-district address may be authorized district-provided transportation under the following conditions:

1. **High School and Middle School Students** may utilize existing bus stops and routes serving their assigned school. It will be their responsibility to get to and from this existing service.

2. **Elementary / K-8 Students:**
   a. The parent/guardian must provide the district with an alternate or child care address to which they will transport the student and a contact person.
   b. The alternate or child care address provided must be within the Seattle School District and conform to the transportation or walk boundary eligibility for the student’s school of attendance.
   c. The parent/guardian is responsible for transporting the student to the alternate or child care address.

Note: ORCA cards will not be provided for non-resident students.

L. SPACE AVAILABLE TRANSPORTATION:
The provision of space available transportation will be allowed under the following conditions:

1. The granting of space available will be at the discretion of the Transportation Specialists.

2. Space available may be considered when the following conditions are present:
   a. Existing stops must be used.
   b. Access to the stop must be in accordance with Bus Stop Location Transportation Service Standards as detailed above in B 1-3.
   c. Space availability will be defined as five or more seats below the rated capacity of the bus assigned to the route in question after Oct. 1.
   d. Granting of space available will not increase cost to the district. If service needs change during the school year, authorization may be rescinded.

M. MINIMUM RIDERSHIP STANDARD FOR HIGH SCHOOLS:
Yellow school bus service will be provided to ninth through 12th grades only when there is a lack of Metro seat capacity. Generally, there must be a minimum of 20 or
more student riders in a common service area, and it must be feasible to tie the route with a bus already in service. Determination will be made based on student assignment data available to the Transportation Department on July 1. If actual ridership drops below the minimum in the current school year, this service may be rescinded after the following actions have occurred:

- School administrator is notified
- Students/parents are notified

N. TRANSPORTATION SERVICES FOR MCKINNEY-VENTO ELIGIBLE STUDENTS:

1. McKinney-Vento students with a service address within the district and attending a district school or program will be subject to the same eligibility distance standard as all other students attending the same school with the exceptions noted in Section A. (Eligibility).
   a. Eligible middle and high school students will be subject to the same transportation service modes as other middle and high school students.
   b. Eligible elementary (kindergarten through fifth grade) students will receive district provided transportation service. Parents/guardians of students assigned to taxicab service may request in-lieu compensation if they choose to drive their student(s).

2. McKinney-Vento students attending a school or program outside of the district from an address within the district or attending a school or program inside the district from an address outside of the district will be provided service to the school of origin.

The cost for this service is to be shared with the sending or receiving district. Since each circumstance will be unique and require some level of agreement with participants and other districts, the following guidelines will be followed in each case:

a. Students in middle and high school will be assigned public transit service where feasible. Generally, feasibility will be interpreted to mean that public transit service is available within 1 mile of the site and the service address, one-way ride time is less than 90 minutes and transfers are three or less.

   In situations where public transit is not feasible, the most cost-effective choice of district arranged transportation service or in-lieu compensation will be utilized.

b. Students in kindergarten through fifth grade will receive district arranged transportation service or the parent/guardian may receive in-lieu compensation.

O. SAFE ROUTES TO SCHOOL/BIKING & WALKING STUDENT WELLNESS PLAN:
The District Transportation Department shall continue to work in partnership with the City of Seattle School Traffic Safety Committee for the purpose of improving traffic safety for all of Seattle’s school children. Student health and wellness, in addition to reducing the district’s carbon footprint, shall be encouraged through the following measures:

1. Adult crossing guard placement shall be reviewed to maximize all kindergarten through eighth grade recommended one-mile walk boundaries.

2. Annual mode-choice counts (Using the Safe Routes to School Center mode choice survey) shall be conducted at each K-8 school during the first week of June.

3. In 2020-21, each elementary and K-8 school may operate a Walking School Bus that will be identified within the district’s recommended walk maps. Walking School Bus routes shall be identified at all K-8 schools in partnership with the Transportation Department, City of Seattle Traffic Safety Committee and school principals.

P. APPEALS

Parent/Guardian may appeal a denial of transportation services by filing a written request for review to the Transportation Department. The Director of Student Transportation will review the information provided by the parent/guardian and may interview district staff and/or review district records for information pertinent to making his/her determination.

Within five school business days of receiving the request for review, the Director of Student Transportation will provide the parent/guardian with a written decision and notification of the parent/guardian’s right to further appeal to the Chief Operations Officer, whose decision is final. All appeals must be in writing and submitted through transdept@seattleschools.org.

Q. TRANSPORTATION TO FROM ASSIGNED SCHOOL TO INTERIM SCHOOL SITES

This section outlines SPS construction projects which require a temporary relocation to a location other than a student’s assigned school. District arranged transportation will be provided to the temporary school location if the student’s residence address is:

a. inside the attendance area of the assigned school; and
b. outside of the walk boundary of the temporary school.

This applies to the following schools in 2020-21:

- West Woodland Elementary: All students attending West Woodland Elementary (WWE) that reside within the attendance area including the WWE walk zone will be provided yellow bus service to the schools interim site location at John Marshall.

R. GRANDFATHERING/SUPPLEMENTAL TRANSPORTATION:
See Appendix A, 2019-20 Exceptions for Transportation

The superintendent is authorized to make minor modifications to the District Transportation Standards and/or operational procedures as required in the best interests of the district.
APPENDIX A: TRANSPORTATION OUTSIDE OF BASIC ELIGIBILITY

ORCA CARDS:

ORCA Cards will be provided to the following students regardless of eligibility standards:

1. South Lake students
2. Interagency students
3. NOVA students
4. Skills Center students
5. Cascade Parent Partnership Program students (Provided to the program for distribution)
6. Middle School students who live more than 1.5 miles but less than 2 miles from their attendance area school, except:
   • Aki Kurose MS students are provided yellow bus transportation if they reside more than 1 mile from the school.
   • Jane Addams MS students are provided yellow bus transportation if they reside more than 1.5 miles from the school.

SUPPLEMENTAL SERVICE:

1. Chief Sealth HS students residing in the South Park neighborhood receive district arranged transportation service in addition to ORCA cards.
2. Ingraham HS students residing in the SW portion of the Ingraham attendance area, west of 15th Avenue NW, will receive district arranged transportation service to school. ORCA cards shall be provided for afternoon transportation requirements.
3. Ingraham HS students residing outside the Ingraham attendance area may receive supplemental district arranged transportation to augment ORCA cards as required.
4. Madison Middle School students may receive supplemental district arranged transportation to augment ORCA cards as required for transportation to and from the Denny service area due to the lack of available Metro service.
5. Maple Elementary students currently enrolled in the 2019-20 school year whose
attendance area has been moved to Rising Star Elementary (RSE) will receive
district provided transportation if residing outside of the RSE walk zone.

6. Licton Springs K-8 students enrolled during the 2019-20 school year
moving to Webster will receive district provided transportation.

7. Ballard HS students residing in the Magnolia neighborhood receive district
arranged transportation service in addition to ORCA cards.
8. Lincoln HS students residing in the Queen Anne neighborhood receive
district arranged transportation service in addition to ORCA cards.

9. Washington Middle School/Garfield HS students residing in the West
Seattle neighborhood receive district arranged transportation in addition to
ORCA cards.

OTHER EXCEPTIONS:

1. Whittier Elementary students enrolled during the 2019-20 school year that reside in areas No. 127 and No. 128 and outside the Whittier Elementary walk zone will receive district provided transportation until the 2022-23 school year.

2. Adams Elementary students enrolled during the 2019-20 school year that reside in area No. 2 and outside the Adams Elementary walk zone will receive district provided transportation until the 2022-23 school year.

3. Genesee Hill Elementary students enrolled during the 2017-18 School Year that reside in the Boundary Revision Proposal – Scenario F change area and outside the Genesee Hill walk zone will receive district provided transportation through the 2022-23 school year.
2020-2021 School Year Calendar

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

Misa Garmoe
Director of Employee and Association Relations
smgarmoe@seattleschools.org

The revised 2020-2021 School Year Calendar identifies days that schools are in session, identifying days that are shorter than normal duration. The document also identifies week days when school is not in session and the reason for that.
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### 2020-21 SCHOOL YEAR CALENDAR

#### SEPTEMBER 2020

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**Non-Student Days - Waiver PD for staff**

- 9/2 & 9/3
  - First Day of School - Grades 1-12
  - Holiday - Labor Day

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#### OCTOBER 2020

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**State In-Service Day/ TRI Day**

#### NOVEMBER 2020

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**Holiday - Veterans Day**

**Elem P-T Conference**

**Holiday - Thanksgiving**

#### DECEMBER 2020

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**Winter Break**

#### JANUARY 2021

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**Holiday - New Years Day**

**Holiday - Martin Luther King Day**

**End of Semester 1**

**Day Between Semesters**

**Snow Makeup Day (1 of 3)**

**Start of Semester 2**

#### FEBRUARY 2021

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**Holiday - Presidents Day**

**Mid-Winter Break**

#### MARCH 2021

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**State In-Service Day/ TRI Day**

#### APRIL 2021

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**Holiday - Spring Break**

**Spring Break**

#### MAY 2021

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**Holiday - Memorial Day**

#### JUNE 2021

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**Last Day of School for Students and Teachers**

**180-Day Calendar Ends**

For information on Pre-K and Kindergarten Start Dates and Family Connections, please see the District Website.
SCHOOL BOARD ACTION REPORT

DATE: Jan. 7, 2020
FROM: Denise Juneau, Superintendent
LEAD STAFF: Fred Podesta, Chief Operations Officer
            Jeff Bronstein, Transportation Director
            fhpodesta@seattleschools.org, 206-252-0102
            jabronstein@seattleschools.org, 206-252-0943

For Introduction: Feb. 26, 2020
For Action: March 11, 2020

1. TITLE

Approval of the 2020-21 Transportation Service Standards: Ridership Eligibility

2. PURPOSE

The annual approval of the Transportation Service Standards for the upcoming school year determines where and when the district provides transportation for students.

3. RECOMMENDED MOTION

I move that the School Board approve the recommended Transportation Service Standards, including Appendix A and Appendix B, that are attached to the Board Action Report, for the 2020-21 school year, and authorize the Superintendent to implement the standards with minor modifications as needed.

4. BACKGROUND INFORMATION

a. Background

The adoption of the Transportation Service Standards is an annual action by the Board of Directors and includes setting arrival and departure times for school. After board action, the Superintendent sets start and end times for school days. The district anticipates that the 2019-20 bell schedule will remain consistent in the 2020-21 school year but will evaluate if additional efficiencies can be implemented as minor modifications.

The proposed changes from the 2019-20 Transportation Service Standards are:

- Section Q: Transportation To/From Assigned Interim Sites
  - West Woodland Elementary: All students attending West Woodland Elementary (WWE) that reside within the attendance area including the WWE walk zone will be provided yellow bus service to the schools interim site location at John Marshall.

- Section R: Grandfathering/Supplemental Service
  - Maple Elementary students currently enrolled in the 2019-20 school year whose attendance area has been moved to Rising Star Elementary (RSE)
will receive district provided transportation if residing outside of the RSE walk zone.

- Licton Springs K-8 students enrolled during the 2019-20 school year moving to Webster will receive district provided transportation.

b. Alternatives

No Action – This is not recommended because the Transportation Service Standards are necessary to inform parents and schools of transportation that will be provided in the following school year.

c. Research

Not applicable.

5. **FISCAL IMPACT/REVENUE SOURCE**

This action will result in an assurance that the district will maximize its state transportation per eligible student allocation by adhering to the standards outlined herein.

The estimated additional cost to the proposed changes outlined in Section 4a is $921,162. This is based on a maximum of 11 additional routes (at $83,742 per route) to accommodate these service changes, as follows:

- WWE – Seven new routes ($586,194) with the revenue source through capital funds.
- RSE – Two new routes ($167,484) with the revenue source through general funds.
- Licton Springs/Webster – Two new routes ($167,484) with the revenue source through general funds.

Expenditure: ☒ One-time ☐ Annual ☐ Multi-Year ☐ N/A

Revenue:  ☐ One-time ☐ Annual ☐ Multi-Year ☒ N/A

6. **COMMUNITY ENGAGEMENT**

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

☐ Not applicable

☒ Tier 1: Inform

☐ Tier 2: Consult/Involve

☐ Tier 3: Collaborate

7. **EQUITY ANALYSIS**
The 2020-21 Transportation Service Standards were prepared under a compressed time frame, which did not allow us to address underlying structural issues related to service equity. The 2021-22 Transportation Service Standards will include a comprehensive equity analysis performed with guidance from Seattle Public Schools Department of Racial Equity Advancement. For 2020-21, historically underserved populations and special needs service were analyzed to assess equitable access to schools. In addition to studying service eligibility standards, Transportation staff developed procedures to prioritize newly assigned drivers to bus routes in such a manner as to provide a more consistent level of service to schools serving students further from educational justice. The Racial Equity Tool was not used. However, when new proposals for changes in service delivery were considered, the impacts to historically underserved populations and special needs service were analyzed to assess equitable access to schools. In addition to studying service eligibility standards, Transportation staff developed procedures to prioritize newly assigned drivers to bus routes in such a manner as to provide a more consistent level of service to schools serving students further from educational justice.

8. STUDENT BENEFIT

This action will benefit students by providing transportation to and from school for those students residing outside their assigned school walk zone.

9. WHY BOARD ACTION IS NECESSARY

☐ Amount of contract initial value or contract amendment exceeds $250,000 (Policy No. 6220)

☐ Amount of grant exceeds $250,000 in a single fiscal year (Policy No. 6114)

☐ Adopting, amending, or repealing a Board policy

☐ Formally accepting the completion of a public works project and closing out the contract

☐ Legal requirement for the School Board to take action on this matter

☒ Board Policy No. 6600, Transportation, provides the Board shall approve this item

☐ Other: _____________________________________________________________________

10. POLICY IMPLICATION

This motion is in alignment with Policy No. 0010, Instructional Philosophy, because student transportation is considered an integral element to ensure that all students receive an education that meets the goals enumerated in the district’s Instructional Philosophy. This motion is also in alignment with Policy No. 6600, Transportation, which states Transportation Service Standards shall be reviewed annually for implementation at the start of the next school year.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on Feb. 6, 2020. The committee reviewed the motion and it was moved forward to the full board for consideration.
12. **TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, the 2020-21 Transportation Service Standards go into effect Sept. 1, 2020.

13. **ATTACHMENTS**

- 2020-21 Transportation Service Standards (Clean – For Approval)
- Appendix A: Transportation Outside of Basic Eligibility (For Approval)
- Appendix B: Arrival and Departure Times (For Approval)
- Transportation Service Standards 2020-21 (Track Changes - For Reference)
Seattle Public Schools is committed to providing safe, efficient, and cost-effective transportation services to the students of our schools. This commitment is guided by the following transportation service standards:

A. **ELIGIBILITY:**

Students are eligible for district transportation within their assigned attendance area as referenced in the Student Assignment Plan and as described in this section (A) of the Transportation Service Standards.

District arranged transportation will not be provided for those students who by parent or student choice have enrolled in a school other than their assigned school.

1. **High Schools** - High school students who live within the boundaries of the Seattle School District and who live more than 2 miles from their assigned school are eligible for an ORCA card.
   a. ORCA cards will not be provided for students who do not attend an SPS school but continue to participate in a SPS-school athletics program.

   Specialized transportation is provided in the following circumstances:
   a. Students who require specialized transportation services as determined by their Individualized Education Program (IEP).
   b. Students requiring medical transportation as approved by District Health Services.

2. **Middle Schools** - Middle school students who live within the boundaries of the Seattle School District and who live more than 2 miles from their assigned school are eligible for transportation. District arranged transportation is provided for those students attending a middle school in their attendance area or linked service area. ORCA cards may be provided for students attending a school outside of their service area or linked service area if they live farther than 2 miles from the school.

   Specialized transportation is provided in the following circumstances
   a. Students who require specialized transportation services as determined by their IEP.
   b. Students requiring medical transportation as approved by District Health Services.
3. **Attendance Area Elementary / Attendance Area K-8 Schools** - Elementary and K-8 students who live within the attendance area or linked attendance area boundaries and outside the designated walk boundaries are eligible for district arranged transportation. ORCA cards may be provided for attendance area K-8 school sixth through eighth-grade students who live within the boundaries of Seattle Public School District choosing a school outside of their attendance area if they live farther than 2 miles of the school.

Specialized transportation is provided in the following circumstances:

a. Students who require specialized transportation services as determined by their IEP.
b. Students requiring medical transportation as approved by District Health Services.

4. **Option Elementary / Option K-8 Schools** – Option School Elementary and K-8 students who live within the boundaries of their service area or linked service area and outside of the designated walk boundaries are eligible for transportation. District arranged transportation is provided for those students attending an elementary or K-8 Option School in their service area or linked service area. ORCA cards may be provided for sixth through eighth-grade students who live within the boundaries of Seattle School District choosing a school outside of their service area if they live farther than 2 miles of the school.

Specialized transportation is provided in the following circumstances:

a. Students who require specialized transportation services as determined by their IEP.
b. Students requiring medical transportation as approved by District Health Services.

B. **BUS STOP LOCATION:**
Assignment Criteria - Students will be assigned to bus stops within the following guidelines:

1. Bus stops will generally be located on arterial or primary residential streets.
2. Walking distance to bus stops will be 1 mile or less for middle/high school students where feasible.
3. Walking distance to bus stops will be 1 mile or less for elementary school students where feasible. Elementary students may cross identified intersections in the recommended walk maps created by the City of Seattle School Traffic Safety Committee and City of Seattle Transportation Department.

C. **BUS STOP MODIFICATION:**
Requests for stop location changes may be submitted to the Transportation Department for review. Bus stops will be modified only under the following conditions:

1. Safety concern - conditions at the established bus stop do not meet the bus stop selection criteria as defined by the district guidelines.
2. Property owner complaint - upon receipt of a concern from a resident
adjacent or close by an established bus stop, if after working with the students and schools associated with the bus stop the concern cannot be resolved, a relocation of the stop will be considered.

D. **REMOVAL OF ASSIGNED STOP:**
Students who do not use their assigned school bus may have their bus stop removed when doing so will result in a reduced operating cost. Prior to a bus stop being removed, parents/guardians will be advised. Parents/guardians will be able to request reinstatement at a later date. Service will be restored within 10 working days of the request.

E. **ONE-WAY RIDE TIME:**
Attendance Area Elementary and Attendance Area K-8 routes will be designed to operate with travel times of 45 minutes or less where feasible. All other routes will be designed to operate with travel times of 60 minutes or less where feasible. Ride time is defined as the time the first student boards the bus until the bus arrives at school in the morning, or the time the bus leaves the school until the last student is dropped off the bus in the evening.

F. **SEATING ON BUSES:**
A standard seat on a yellow bus is 39 inches wide. Students from kindergarten through fifth grade may sit three to a seat. Students from sixth through 12th grade will sit two to a seat. No standees are permitted on school/charter buses.

G. **BEFORE AND AFTER SCHOOL ACTIVITY BUSES:**
Transportation for before school and after school activity programs for elementary and middle schools will be provided to schools and programs that have funding to cover the cost of the service. The following guidelines will apply:
1. Time requested does not conflict with regular to and from service.
2. Bus routes will be designed under the same service standards as to and from transportation.
3. Transportation service level will follow the IEP requirements for special education students.
4. Request for services or changes to services are made at least 10 working days prior to the effective date.

H. **RECOMMENDED BUS ARRIVAL/DEPARTURE AND SCHOOL START/END TIME SCHEDULE:**
The bus arrival/departure time window will be according to the attached Appendix B. The bus arrival and departure times may also be found on the District Transportation Department webpages at [https://www.seattleschools.org/departments/transportation](https://www.seattleschools.org/departments/transportation)

Note: Per construction Master Use Permit, Denny International Middle School and Chief Sealth International High School must begin school a minimum of 30 minutes apart.

I. **ARRIVAL AND DEPARTURE TIMES FOR SPECIAL EDUCATION STUDENTS**
Bus arrival and departure times for special education students receiving transportation will be the same as general education students unless specified differently by the student’s IEP or 504 (American With Disabilities Act) plan. Bus loading zones for special education buses may only be separate from general education buses when a legitimate, non-
discriminatory reason exists and is documented by student's IEP or 504 plan for the student's safety or as determined necessary to meet the individualized disability-related needs of the student.

J. ALTERNATE TRANSPORTATION SERVICE ADDRESS:
The assignment address is the default transportation service address. Alternate service addresses will be considered for feasibility for the following situations:

- Child care
- After school activity

The district will assign transportation from one address in the morning and one address in the evening, provided the addresses qualify under the eligibility criteria and are feasible. Transportation will be considered feasible when existing service is available, or a stop can be established without increasing time or cost. The district will assign transportation from (in the morning) or to (in the evening) a maximum of two separate, alternate addresses.

The provision of transportation service to/from an alternate address will be granted for the requested school year only. Parents/guardians must re-apply for consideration of continuation each year.

Schools may issue a temporary bus card to students who (with parent/guardian consent) wish to use an existing stop on an infrequent basis provided there is an existing stop within service assignment guidelines. Stops will not be added for this purpose.

Note: ORCA cards will not be provided for alternate service addresses.

K. NON-RESIDENT STUDENTS:
Non-resident students approved through the Seattle Public Schools Service Center to attend a Seattle Public School from an out-of-district address may be authorized district-provided transportation under the following conditions:

1. High School and Middle School Students may utilize existing bus stops and routes serving their assigned school. It will be their responsibility to get to and from this existing service.

2. Elementary / K-8 Students:
   a. The parent/guardian must provide the district with an alternate or child care address to which they will transport the student and a contact person.
   b. The alternate or child care address provided must be within the Seattle School District and conform to the transportation or walk boundary eligibility for the student's school of attendance.
   c. The parent/guardian is responsible for transporting the student to the alternate or child care address.

Note: ORCA cards will not be provided for non-resident students.
L. SPACE AVAILABLE TRANSPORTATION:
The provision of space available transportation will be allowed under the following conditions:
1. The granting of space available will be at the discretion of the Transportation Specialists.
2. Space available may be considered when the following conditions are present:
   a. Existing stops must be used.
   b. Access to the stop must be in accordance with Bus Stop Location Transportation Service Standards as detailed above in B 1-3.
   c. Space availability will be defined as five or more seats below the rated capacity of the bus assigned to the route in question after Oct. 1.
   d. Granting of space available will not increase cost to the district. If service needs change during the school year, authorization may be rescinded.

M. MINIMUM RIDERSHIP STANDARD FOR HIGH SCHOOLS:
Yellow school bus service will be provided to ninth through 12th grades only when there is a lack of Metro seat capacity. Generally, there must be a minimum of 20 or more student riders in a common service area, and it must be feasible to tie the route with a bus already in service. Determination will be made based on student assignment data available to the Transportation Department on July 1. If actual ridership drops below the minimum in the current school year, this service may be rescinded after the following actions have occurred:
   • School administrator is notified
   • Students/parents are notified

N. TRANSPORTATION SERVICES FOR MCKINNEY-VENTO ELIGIBLE STUDENTS:
1. McKinney-Vento students with a service address within the district and attending a district school or program will be subject to the same eligibility distance standard as all other students attending the same school with the exceptions noted in Section A. (Eligibility).
   a. Eligible middle and high school students will be subject to the same transportation service modes as other middle and high school students.
   b. Eligible elementary (kindergarten through fifth grade) students will receive district provided transportation service. Parents/guardians of students assigned to taxicab service may request in-lieu compensation if they choose to drive their student(s).
2. McKinney-Vento students attending a school or program outside of the district from an address within the district or attending a school or program inside the district from an address outside of the district will be provided service to the school of origin.

The cost for this service is to be shared with the sending or receiving district. Since each circumstance will be unique and require some level of agreement with participants and other districts, the following guidelines will be followed in each case:
   a. Students in middle and high school will be assigned public transit service where feasible. Generally, feasibility will be interpreted to mean that public transit service is available within 1 mile of the site and the service address, one-way ride time is
less than 90 minutes and transfers are three or less. In situations where public transit is not feasible, the most cost-effective choice of district arranged transportation service or in-lieu compensation will be utilized.

b. Students in kindergarten through fifth grade will receive district arranged transportation service or the parent/guardian may receive in-lieu compensation.

O. SAFE ROUTES TO SCHOOL/BIKING & WALKING STUDENT WELLNESS PLAN:
The District Transportation Department shall continue to work in partnership with the City of Seattle School Traffic Safety Committee for the purpose of improving traffic safety for all of Seattle’s school children. Student health and wellness, in addition to reducing the district’s carbon footprint, shall be encouraged through the following measures:

1. Adult crossing guard placement shall be reviewed to maximize all kindergarten through eighth grade recommended one-mile walk boundaries.

2. Annual mode-choice counts (Using the Safe Routes to School Center mode choice survey) shall be conducted at each K-8 school during the first week of June.

3. In 2020-21, each elementary and K-8 school may operate a Walking School Bus that will be identified within the district’s recommended walk maps. Walking School Bus routes shall be identified at all K-8 schools in partnership with the Transportation Department, City of Seattle Traffic Safety Committee and school principals.

P. APPEALS
Parent/Guardian may appeal a denial of transportation services by filing a written request for review to the Transportation Department. The Director of Student Transportation will review the information provided by the parent/guardian and may interview district staff and/or review district records for information pertinent to making his/her determination. Within five school business days of receiving the request for review, the Director of Student Transportation will provide the parent/guardian with a written decision and notification of the parent/guardian’s right to further appeal to the Chief Operations Officer, whose decision is final. All appeals must be in writing and submitted through transdept@seattleschools.org.

Q. TRANSPORTATION TO FROM ASSIGNED SCHOOL TO INTERIM SCHOOL SITES
This section outlines SPS construction projects which require a temporary relocation to a location other than a student’s assigned school. District arranged transportation will be provided to the temporary school location if the student’s residence address is:

a. inside the attendance area of the assigned school; and
b. outside of the walk boundary of the temporary school.

This applies to the following schools in 20-21:

O West Woodland Elementary: All students attending West Woodland Elementary (WWE) that reside within the attendance area including the WWE walk zone will be provided yellow bus service to the schools interim site location at John Marshall.

R. GRANDFATHERING/SUPPLEMENTAL TRANSPORTATION:
See Appendix A, 2019-20 Exceptions for Transportation

The superintendent is authorized to make minor modifications to the District Transportation Standards and/or operational procedures as required in the best interests of the district.
APPENDIX A: TRANSPORTATION OUTSIDE OF BASIC ELIGIBILITY

ORCA CARDS:

ORCA Cards will be provided to the following students regardless of eligibility standards:

1. South Lake students
2. Interagency students
3. NOVA students
4. Skills Center students
5. Cascade Parent Partnership Program students (Provided to the program for distribution)
6. Middle School students who live more than 1.5 miles but less than 2 miles from their attendance area school, except:
   - Aki Kurose MS students are provided yellow bus transportation if they reside more than 1 mile from the school.
   - Jane Addams MS students are provided yellow bus transportation if they reside more than 1.5 miles from the school.

SUPPLEMENTAL SERVICE:

1. Chief Sealth HS students residing in the South Park neighborhood receive district arranged transportation service in addition to ORCA cards.
2. Ingraham HS students residing in the SW portion of the Ingraham attendance area, west of 15th Avenue NW, will receive district arranged transportation service to school. ORCA cards shall be provided for afternoon transportation requirements.
3. Ingraham HS students residing outside the Ingraham attendance area may receive supplemental district arranged transportation to augment ORCA cards as required.
4. Madison Middle School students may receive supplemental district arranged transportation to augment ORCA cards as required for transportation to and from the Denny service area due to the lack of available Metro service.
5. Maple Elementary students currently enrolled in the 2019-20 school year whose attendance area has been moved to Rising Star Elementary (RSE) will receive district provided transportation if residing outside of the RSE walk zone.
6. Licton Springs K-8 students enrolled during the 2019-20 school year moving to Webster will receive district provided transportation.
7. Ballard HS students residing in the Magnolia neighborhood receive district arranged transportation service in addition to ORCA cards.
8. Lincoln HS students residing in the Queen Anne neighborhood receive district arranged transportation service in addition to ORCA cards.

9. Washington Middle School/Garfield HS students residing in the West Seattle neighborhood receive district arranged transportation in addition to ORCA cards.

**OTHER EXCEPTIONS:**

1. Whittier Elementary students enrolled during the 2019-20 school year that reside in areas No. 127 and No. 128 and outside the Whittier Elementary walk zone will receive district provided transportation until the 2022-23 school year.

2. Adams Elementary students enrolled during the 2019-20 school year that reside in area No. 2 and outside the Adams Elementary walk zone will receive district provided transportation until the 2022-23 school year.

3. Genesee Hill Elementary students enrolled during the 2017-18 School Year that reside in the Boundary Revision Proposal – Scenario F change area and outside the Genesee Hill walk zone will receive district provided transportation through the 2022-23 school year.
## APPENDIX B: MODIFIED 2 TIERS

### HIGH SCHOOLS

<table>
<thead>
<tr>
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### ELEMENTARY SCHOOLS

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<td>School</td>
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**Head Start Program**

- All Schools
  - **Arrive** | **Start** | **End** | **Depart**
  - **Morning Session** | 8:25 | 8:30 | 12:00 | 12:05
  - **Evening Session** | 12:55 | 1:00 | 4:30 | 4:35
  - **Full Day** | 8:55 | 9:00 | 3:30 | 3:35

**Other**

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**2/10/2020**
TRANSPORTATION SERVICE
STANDARDS 2019-20

2020-21:
RIDERSHIP ELIGIBILITY
Effective September Sept. 1, 2019-2020

Seattle Public Schools is committed to providing safe, efficient, and cost-effective transportation services to the students of our schools. This commitment is guided by the following transportation service standards:

A. ELIGIBILITY:

Students are eligible for district transportation within their assigned attendance area as referenced in the Student Assignment Plan and as described in this section (A) of the Transportation Service Standards.

District arranged transportation will not be provided for those students who by parent or student choice have enrolled in a school other than their assigned school.

1. High Schools - High school students who live within the boundaries of the Seattle School District and who live more than 2 miles from their assigned school are eligible for an ORCA card.
   a. Exceptions are allowed: ORCA cards will not be provided for students who do not attend an SPS school but continue to participate in a SPS-school athletics program.

   Specialized transportation is provided in the following areas:
   a. Students who require specialized transportation services as determined by their Individualized Education Program (IEP).
   b. Students requiring medical transportation as approved by District Health Services.

2. Middle Schools - Middle school students who live within the boundaries of the Seattle School District and who live more than 2 miles from their assigned school are eligible for transportation. District arranged transportation is provided for those students attending a middle school in their attendance area or linked service area. ORCA cards may be provided for students attending a school outside of their service area or linked service area if they live farther than 2 miles from the school.

   Exceptions are allowed: Specialized transportation is provided in the following areas:
   a. Students who require specialized transportation services as determined by their IEP.
b. Students requiring medical transportation as approved by District Health Services.
3. **Attendance Area Elementary / Attendance Area K-8 Schools** - Elementary and K-8 students who live within the attendance area or linked attendance area boundaries and outside the designated walk boundaries are eligible for district arranged transportation. ORCA cards may be provided for attendance area K-8 school sixth through eighth-grade students who live within the boundaries of Seattle Public School District choosing a school outside of their attendance area if they live farther than 2 miles of the school.

   Exceptions are allowed Specialized transportation is provided in the following areas/circumstances:
   a. Students who require specialized transportation services as determined by their IEP.
   b. Students requiring medical transportation as approved by District Health Services.

4. **Option Elementary / Option K-8 Schools** – Option School Elementary and K-8 students who live within the boundaries of their service area or linked service area and outside of the designated walk boundaries are eligible for transportation. District arranged transportation is provided for those students attending an elementary or K-8 Option School in their service area or linked service area. ORCA cards may be provided for sixth through eighth-grade students who live within the boundaries of Seattle School District choosing a school outside of their service area if they live farther than 2 miles of the school.

   Exceptions are allowed Specialized transportation is provided in the following areas/circumstances:
   a. Students who require specialized transportation services as determined by their IEP.
   b. Students requiring medical transportation as approved by District Health Services.

B. **BUS STOP LOCATION:**

   Assignment Criteria - Students will be assigned to bus stops within the following guidelines:

   1. Bus stops will generally be located on arterial or primary residential streets.
   2. Walking distance to bus stops will be 1 mile or less for middle/high school students where feasible.
   3. Walking distance to bus stops will be 1 mile or less for elementary school students where feasible. Elementary students may cross identified intersections in the recommended walk maps created by the City of Seattle School Traffic Safety Committee and City of Seattle Transportation Department.

C. **BUS STOP MODIFICATION:**
Requests for stop location changes may be submitted to the Transportation Office for review. Bus stops will be modified only under the following conditions:
1. Safety concern - conditions at the established bus stop do not meet the bus stop selection criteria as defined by the district guidelines.

2. Property owner complaint - upon receipt of a concern from a resident adjacent or close by an established bus stop, if after working with the students and schools associated with the bus stop the concern cannot be resolved, a relocation of the stop will be considered.

D. REMOVAL OF ASSIGNED STOP:
   2. Students who do not use their assigned school bus may have their bus stop removed when doing so will result in a reduced operating cost. Prior to a bus stop being removed, parents/guardians will be advised. Parents/guardians will be able to request reinstatement at a later date. Service will be restored within 10 working days of the request.

D.E. ONE-WAY RIDE TIME:

   Attendance Area Elementary and Attendance Area K-8 routes will be designed to operate with travel times of 45 minutes or less where feasible. All other routes will be designed to operate with travel times of 60 minutes or less where feasible. Ride time is defined as the time the first student boards the bus until the bus arrives at school in the morning, or the time the bus leaves the school until the last student is dropped off the bus in the evening.

E.F. SEATING ON BUSES:

   A standard seat on a yellow bus is 39 inches wide. Students from kindergarten through fifth grade may sit three to a seat. Students from sixth through 12th grade will sit two to a seat. No standees are permitted on school/charter buses.

E.G. BEFORE AND AFTER SCHOOL ACTIVITY BUSES:

   Transportation for before school and after school activity programs for elementary and middle schools will be provided to schools and programs that have funding to cover the cost of the service. The following guidelines will apply:

   1. Time requested does not conflict with regular to and from service.
   2. Bus routes will be designed under the same service standards as to and from transportation.
   3. Transportation service level will follow the IEP requirements for special education students.
   4. Request for services or changes to services are made at least 10 working days prior to the effective date.

G.H. RECOMMENDED BUS ARRIVAL/DEPARTURE AND SCHOOL START/END TIME SCHEDULE:
The bus arrival/departure time window will be according to the attached Appendix B. The bus arrival and departure times may also be found on the District Transportation Department webpages at https://www.seattleschools.org/departments/transportation
Note: Per construction Master Use Permit, Denny International Middle School and Chief Sealth International High School must begin school a minimum of 30 minutes apart.

I. ARRIVAL AND DEPARTURE TIMES FOR SPECIAL EDUCATION STUDENTS

Bus arrival and departure times for special education students receiving transportation will be the same as general education students unless specified differently by the student’s IEP or 504 (American With Disabilities Act) plan. Bus loading zones for special education buses may only be separate from general education buses when a legitimate, non-discriminatory reason exists and is documented by student’s IEP or 504 plan for the student’s safety or as determined necessary to meet the individualized disability-related needs of the student.

H. J. ALTERNATE TRANSPORTATION SERVICE ADDRESS:

The assignment address is the default transportation service address. Alternate service addresses will be considered for feasibility for the following situations:

- Child care
- After school activity

The district will assign transportation from one address in the morning and one address in the evening, provided the addresses qualify under the eligibility criteria and are feasible. Transportation will be considered feasible when existing service is available, or a stop can be established without increasing time or cost. The district will assign transportation from (in the morning) or to (in the evening) a maximum of two separate, alternate addresses.

The provision of transportation service to/from an alternate address will be granted for the requested school year only. Parents/guardians must re-apply for consideration of continuation each year.

Schools may issue a temporary bus card to students who (with parent/guardian consent) wish to use an existing stop on an infrequent basis provided there is an existing stop within service assignment guidelines. Stops will not be added for this purpose.

Note: ORCA cards will not be provided for alternate service addresses.

I. K. NON-RESIDENT STUDENTS:

Non-resident students approved through the Seattle Public Schools Service Center to attend a Seattle Public School from an out-of-district address may be authorized district-provided transportation under the following conditions:
1. **High School and Middle School Students** may utilize existing bus stops and routes serving their assigned school. It will be their responsibility to get to and from this existing service.

2. **Elementary / K-8 Students:**
   
a. The parent/guardian must provide the district with an alternate or child care address to which they will transport the student and a contact person.
   
b. The alternate or child care address provided must be within the Seattle School District and conform to the transportation or walk boundary eligibility for the student's school of attendance.
   
c. The parent/guardian is responsible for transporting the student to the alternate or child care address.

Note: ORCA cards will not be provided for non-resident students.

**J.L. SPACE AVAILABLE TRANSPORTATION:**

The provision of space available transportation will be allowed under the following conditions:

1. The granting of space available will be at the discretion of the Transportation Specialists.
2. Space available may be considered when the following conditions are present:
   
a. Existing stops must be used.
   
b. Access to the stop must be in accordance with Bus Stop Location Transportation Service Standards as detailed above in B 1-3.
   
c. Space availability will be defined as five or more seats below the rated capacity of the bus assigned to the route in question after Oct. 1.
   
d. Granting of space available will not increase cost to the district. If service needs change during the school year, authorization may be rescinded.

**K.M. MINIMUM RIDERSHIP STANDARD FOR HIGH SCHOOLS:**

Yellow school bus service will be provided to ninth through 12th grades only when there is a lack of Metro seat capacity. Generally, there must be a minimum of 20 or more student riders in a common service area, and it must be feasible to tie the route with a bus already in service.

Determination will be made based on student assignment data available to the Transportation Office on July 1. If actual ridership drops below the minimum in
the current school year, this service may be rescinded after the following actions have occurred:
• School administrator is notified
• Students/parents are notified

L. N. TRANSPORTATION SERVICES FOR MCKINNEY-VENTO ELIGIBLE STUDENTS:

1. McKinney-Vento students with a service address within the district and attending a district school or program will be subject to the same eligibility distance standard as all other students attending the same school with the exceptions noted in Section A. (Eligibility).
   a. Eligible middle and high school students will be subject to the same transportation service modes as other middle and high school students.
   b. Eligible elementary (kindergarten through fifth grade) students will receive district provided transportation service. Parents/guardians of students assigned to taxicab service may request in-lieu compensation if they choose to drive their student(s).

2. McKinney-Vento students attending a school or program outside of the district from an address within the district or attending a school or program inside the district from an address outside of the district will be provided service to the school of origin.

The cost for this service is to be shared with the sending or receiving district. Since each circumstance will be unique and require some level of agreement with participants and other districts, the following guidelines will be followed in each case:

   a. Students in middle and high school will be assigned public transit service where feasible. Generally, feasibility will be interpreted to mean that public transit service is available within 1 mile of the site and the service address, one-way ride time is less than 90 minutes and transfers are three or less.
      In situations where public transit is not feasible, the most cost-effective choice of district arranged transportation service or in-lieu compensation will be utilized.
   b. Students in kindergarten through fifth grade will receive district arranged transportation service or the parent/guardian may receive in-lieu compensation.

M. O. SAFE ROUTES TO SCHOOL/BIKING & WALKING STUDENT WELLNESS PLAN:

The District Transportation Department shall continue to work in partnership with the City of Seattle School Traffic Safety Committee for the purpose of improving traffic safety for all of Seattle’s school children. Student health and wellness, in addition to reducing the district’s carbon footprint, shall be encouraged through the following measures:

1. Adult crossing guard placement shall be reviewed to maximize all kindergarten through eighth grade recommended one-mile walk boundaries.
2. Annual mode-choice counts (Using the Safe Routes to School Center mode choice survey) shall be conducted at each K-8 school during the first week of June.

3. In 2019-2020-21, each elementary and K-8 school may operate a Walking School Bus that will be identified within the district’s recommended walk maps. Walking School Bus routes shall be identified at all K-8 schools in partnership with the Transportation Department, City of Seattle Traffic Safety Committee and school principals.

**N.P. APPEALS**

The Transportation Manager will review and approve all Parent/Guardian may appeal a denial of transportation staff assessments to deny a transportation request. The Transportation Manager will provide the parent/guardian with a written decision and notification of the parent/guardian’s right to further appeal. A student’s parent/guardian may further appeal the denied transportation request by filing a written request for review to the district’s Transportation Department. The Director of Logistics. The Director of Logistics will review the information provided by the parent/guardian and may interview district staff and/or review district records for information pertinent to making his/her determination. Within five school business days of receiving the request for review, the Director of Logistics will provide the parent/guardian with a written decision and notification of the parent/guardian’s right to further appeal to the Chief Operations Officer, whose decision is final. All appeals must be in writing and submitted through transdept@seattleschools.org.

**Q. TRANSPORTATION TO FROM ASSIGNED SCHOOL TO INTERIM SCHOOL SITES**

This section outlines SPS construction projects which require a temporary relocation to a location other than a student’s assigned school. District arranged transportation will be provided to the temporary school location if the student’s residence address is:

a. inside the attendance area of the assigned school; and
b. outside of the walk boundary of the temporary school.

This applies to the following schools in 20-21:

- West Woodland Elementary: All students attending West Woodland Elementary (WWE) that reside within the attendance area including the WWE walk zone will be provided yellow bus service to the school's interim site location at John Marshall.

**Q.R. GRANDFATHERING/SUPPLEMENTAL TRANSPORTATION:**

See Appendix A, 2019-20 Exceptions for Transportation

The superintendent is authorized to make minor modifications to the District Transportation Standards and/or operational procedures as required in the best interests of the district.
All South Lake students receive ORCA cards **CARDS:**

1. ORCA Cards will be provided to the following students regardless of eligibility standards:

   1. South Lake students
   2. Interagency students receive ORCA cards regardless of eligibility standards.
   3. All NOVA students receive ORCA cards regardless of eligibility standards.
   4. Skills Center students
      4. Cascade Parent Partnership Program students receive ORCA cards as an exception to Transportation service standards.
      a. Cards are provided (Provided to the program for distribution, possibly given to kindergarten through fifth grades.)
      5. Skill Center students receive ORCA cards regardless of Service Standards,
         a. The program sends a list and all students are assigned cards.
   6. Middle School Students (other than those that attend Aki Kurose or Jane Addams) students who live more than 1.5 miles but less than 2 miles from their attendance area school receive ORCA cards as an exception to normal Middle School eligibility standards, except:

      7. Aki Kurose Middle School MS students are provided yellow bus transportation if they reside more than 1 mile from the school, as an exception to normal Middle School eligibility standards.
      8. Jane Addams Middle School MS students are provided yellow bus transportation if they reside more than 1.5 miles from the school, as an exception to normal Middle School eligibility standards.

**SUPPLEMENTAL SERVICE:**

1. Chief Sealth HS students residing in the South Park neighborhood receive district arranged transportation service in addition to ORCA cards.

2. Ingraham HS students residing in the SW portion of the Ingraham attendance area, west of 15th Avenue NW, shall receive district arranged transportation service to school. ORCA cards shall be provided for afternoon transportation requirements.

3. Ingraham HS students residing outside the Ingraham attendance area may receive
supplemental district arranged transportation to augment ORCA cards as required.

4. Madison Middle School students may receive supplemental district arranged transportation to augment ORCA cards as required for transportation to and from the Denny service area due to the lack of available Metro service.
5. Maple Elementary students currently enrolled in the 2019-20 school year whose attendance area has been moved to Rising Star Elementary (RSE) will receive district provided transportation if residing outside of the RSE walk zone.

6. Licton Springs K-8 students enrolled during the 2019-20 school year moving to Webster will receive district provided transportation.

7. Ballard HS students residing in the Magnolia neighborhood receive district arranged transportation service in addition to ORCA cards.

8. Lincoln HS students residing in the Queen Anne neighborhood receive district arranged transportation service in addition to ORCA cards.

9. Washington Middle School/Garfield HS students residing in the West Seattle neighborhood receive district arranged transportation in addition to ORCA cards.

OTHER EXCEPTIONS:

1. Whittier Elementary students enrolled during the 2019-20 school year that reside in areas No. 127 and No. 128 and outside the Whittier Elementary walk zone will received district provided transportation until the 2022-23 school year.

2. Adams Elementary students enrolled during the 2019-20 school year that reside in area No. 2 and outside the Adams Elementary walk zone will receive district provided transportation until the 2022-23 school year.

3. Genesee Hill Elementary students enrolled during the 2017-18 School Year that reside in the Boundary Revision Proposal – Scenario F change area and outside the Genesee Hill walk zone will receive district provided transportation through the 2022-23 school year.
### APPENDIX B: MODIFIED 2 TIERS

#### HIGH SCHOOLS

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<tr>
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<td>8:55</td>
<td>3:45</td>
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</tbody>
</table>
APPENDIX A

TRANSPORTATION OUTSIDE OF BASIC ELIGIBILITY:

1. All South Lake students receive ORCA cards regardless of eligibility standards.
2. All Interagency students receive ORCA cards regardless of eligibility standards.
3. All NOVA students receive ORCA cards regardless of eligibility standards.
4. Cascade Parent Partnership Program students receive ORCA cards as an exception to Transportation service standards.
   a. Cards are provided to the program for distribution, possibly given to kindergarten through fifth grades.
5. Skill Center students receive ORCA cards regardless of Service Standards.
   a. The program sends a list and all students are assigned cards.
6. Middle School Students (other than those that attend Aki Kurose or Jane Addams) who live more than 1.5 miles but less than 2 miles from their attendance area school receive ORCA cards as an exception to normal Middle School eligibility standards.
7. Aki Kurose Middle School students are provided yellow bus transportation if they reside more than 1 mile from the school, as an exception to normal Middle School eligibility standards.
8. Jane Addams Middle School students are provided yellow bus transportation if they reside more than 1.5 miles from the school, as an exception to normal Middle School eligibility standards.

SUPPLEMENTAL SERVICE:

1. Chief Sealth students residing in the South Park neighborhood receive district arranged transportation service in addition to ORCA cards.
2. Ingraham students residing in the SW portion of the Ingraham attendance area, west of 15th Avenue NW, shall receive district arranged transportation service to school. ORCA cards shall be provided for afternoon transportation requirements.
3. Ingraham students residing outside the Ingraham attendance area may receive supplemental district arranged transportation to augment ORCA cards as required.
4. Madison Middle School students may receive supplemental district arranged transportation to augment ORCA cards as required for transportation to and from the Denny service area due to the lack of available Metro service.
OTHER EXCEPTIONS:

• Licton Springs K-8 students that were enrolled during the 2013-14 school year that reside in the Jane Addams MS and Eckstein MS Attendance Areas and outside of the Lincoln walk area receive district provided transportation for the 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19 school years.

• Continuing Graham Hill students that reside in the Dearborn Park, Dunlap Emerson, Martin Luther King Jr., Van Asselt and Wing Luke Attendance Areas who were eligible and assigned transportation during the 2014-15 school year will be provided with transportation for the 2015-16, 2016-17, 2017-18 and 2018-19 school years.

1. Whittier Elementary students enrolled during the 2019-20 school year that reside in areas No. 127 and No. 128 and outside the Whittier Elementary walk zone will received district provided transportation until the 2022-23 school year.

2. Adams Elementary students enrolled during the 2019-20 school year that reside in area No. 2 and outside the Adams Elementary walk zone will receive district provided transportation until the 2022-23 school year.

3. Genesee Hill Elementary students enrolled during the 2017-18 School Year that reside in the Boundary Revision Proposal – Scenario F change area and outside the Genesee Hill walk zone will receive district provided transportation through the 2022-23 school year.