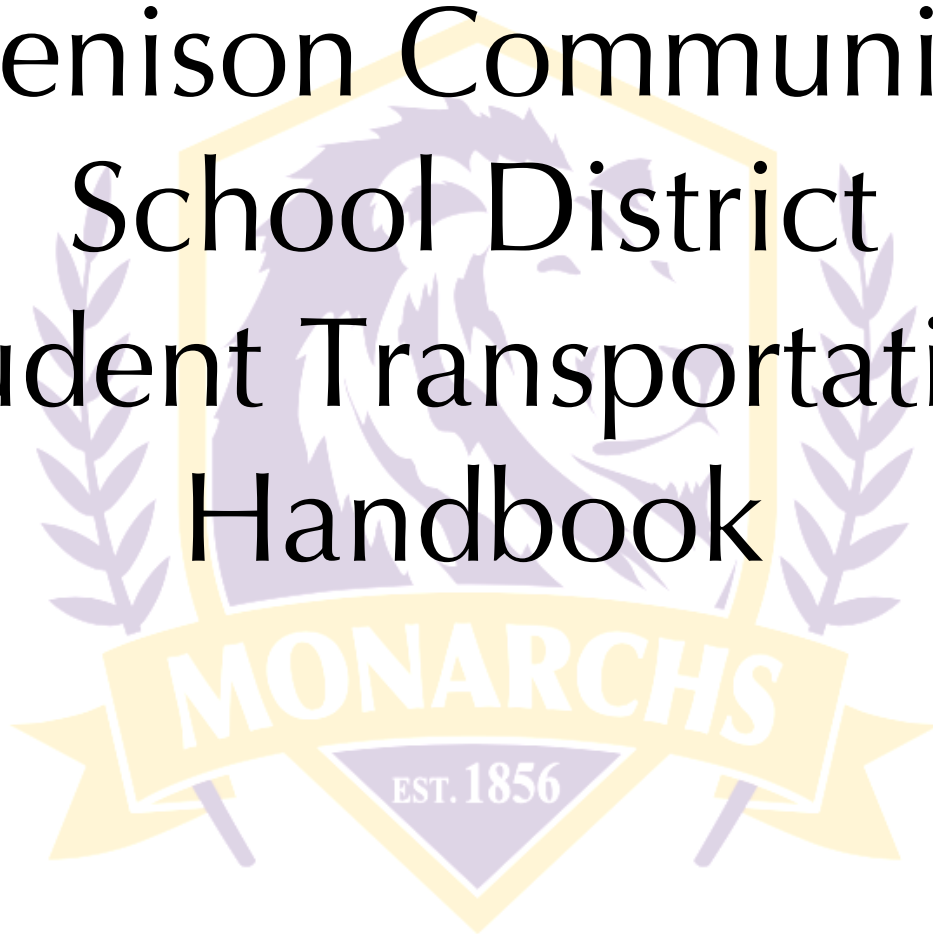


# Denison Community School District Student Transportation Handbook



DENISON COMMUNITY SCHOOLS

### **School Transportation Eligibility**

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services will generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special education instructional funds generated through the weighting plan.

Transportation of a student to and from a special education support service is a function of that service, and is specified in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services: Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six; Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education. Reimbursement of the actual costs of transportation when by mutual agreement the parents provide transportation for the student to and from the special education.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of agency-provided transportation.

A student may be required, at the District's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The District may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the District to determine such conditions. Parents of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parents, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

### **Transportation Changes**

Student safety is a top priority at Denison CSD. Frequent changes in transportation arrangements increase the possibility of putting students in an unsafe situation. Therefore, all families will need to select ONE primary and ONE alternate AM and PM location to have on file with the school. Students will be picked up and dropped at their assigned stops only (1 Primary and 1 Alternate). Students will not be allowed to ride a different bus from their primary or alternate locations for which they are assigned. Changes to your primary and/or alternate locations may be made by calling the office of your child's school, however daily changes will not be allowed. If there will be a change to your child's transportation for a short temporary time only, you will need to make those accommodations as a family. Specialized transportation will be arranged for students who qualify by the Transportation Department and school administration.

### **School Bus Safety Instruction**

The school district will conduct school bus safe riding practices instruction and emergency safety drills at least twice during the school year for students who utilize school district transportation.

Each school bus vehicle will have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This will include, but not be limited to, students with disabilities.

Employees are responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices.

### **Bus Stops (in town and rural)**

Students must be on time for both in town and rural bus stops. It is recommended that the student be at the bus stop at least 3 to 4 minutes before the bus is scheduled to arrive. While waiting for the school bus, it is expected that each student will conduct his/her self in a proper manner. Stay a safe distance from the street and do not approach the curb area until the bus has stopped completely and the driver has opened the entrance door. Parents/guardians of rural bus students are asked to call the bus barn if their child is not riding the bus. Please call 712-263-6404 before 7:00 A.M. if the student is not riding.

### **Class Projects/Materials/Equipment etc...**

We request that students refrain from bringing large items on the school bus. Small items that the student can hold on his/her lap may be brought on the bus. Students that arrive at the bus stop with any of these items may not be allowed on the school bus.

### **Railroad Crossings**

When the bus is at a railroad crossing, all conversation must stop until the bus has crossed the tracks.

### **Danger Zone**

When boarding or leaving a school bus, the student must always remain where the bus driver can see him/her. Stay at least 10 feet out from the side or front of the school bus. Students who must cross the street must wait for the signal from the bus driver and must walk 10 feet out from the bumper of the school bus. This places them outside the danger zone surrounding the school bus. Students must not cross behind the school bus at any time. Please keep safety in mind at all times. Pushing another student near a school bus, or running along side a moving school bus is prohibited.

### **Problems on the Bus**

Problems on the school bus should be brought to the attention of the bus driver at the time the event occurs.

### **Student Transportation for Extracurricular Activities**

The board and/or board's designee in their discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events.

Students participating or attending extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by school administration.

Students, who are provided transportation in school district transportation vehicles for extracurricular events, will ride both to and from the event in the school vehicle unless arrangements have been made with school administration. A student's parent and/or legal guardian may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

### **Use of Recording Devices on School Transportation**

The board supports the use of recording devices on school buses as a means to monitor and maintain a safe environment for students and employees. The recording devices may be used on buses used for transportation to and from school, field trips, curricular events and extracurricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding.

The content of the recordings is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the recordings. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A parent may view the recordings without consent from any student or parent of a minor student also shown in the recording if the other students are bystanders. But if there is an

altercation between multiple students, then all parents must give consent in order for the recordings to be viewed by parents.

A recording during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the recording becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

### **Annual Notice of Recording Device on School Transportation**

The Denison Community School District Board of Directors has authorized the use of recording devices on school district buses. The recording devices will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the recording may be used in a student disciplinary proceeding. The content of the recording are confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Recording devices will be: Used on only a select number of school district buses. Determination of how recording devices will be used and which school buses will be equipped with recording equipment will be made by the superintendent in consultation with the school administration and/or Director of Transportation.

Students are prohibited from tampering with the recording devices on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.

### **Seat Belt Usage**

The District requires that all passengers riding school transportation equipped with seat belts wear seat belts while in motion. Instruction on the proper use of seat belts will occur during the twice annual transportation safety training/drills. Drivers are not responsible for passengers wearing seat belts while riding. Drivers are responsible for instructing passengers to put on seat belts prior to departure. Anyone requiring assistance in using a seat belt should ask the driver for help, prior to departure, so that all passengers are safely belted in their seat before the vehicle is in motion. Drivers will announce prior to departure that each passenger needs to be in their seat with the seat belt fastened. Anyone refusing to use seat belts create a safety concern for themselves and others, and are subject to school district disciplinary actions.

### **Student Conduct on School Transportation**

Each transported student has the right to a safe and enjoyable ride free from intimidation, threat, or harassment. Parents/guardians are responsible for their child(ren) until the student boards the school bus at their morning bus stop and after the student disembarks

the bus at the end of the school day. The District is not responsible for school bus stop behavior until the driver is able to see the bus stop when they are approaching or departing from the stop.

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures.

The driver will have the authority to maintain order on the school vehicle. It is the responsibility of the driver to report misconduct to the Director of Transportation.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations.

School administration will have the authority to suspend or revoke transportation privileges of the student or impose other appropriate discipline. The District will not provide alternative transportation to a student whose transportation privileges have been suspended or revoked.

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Recording devices may be in operation on the school buses.

- Bus riders will be at the designated loading point before the bus arrival time.
- Bus riders will wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- A rider may be assigned a seat by the driver. There are no assigned seats on the school bus, but it is strongly recommended that elementary age students should be seated in the front portion of the school bus and middle school and high school age students should be seated in the middle and rear portion of the bus.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.

- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all buses for bus riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and respectfully.
- Students will assist in looking after the safety and comfort of younger students.
- A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Students will not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Students will keep feet off the seats.
- Roughhousing in the vehicle is prohibited.
- Students will refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.

\* This is not meant to be an all-inclusive list.

### **Consequences for Unacceptable Behavior**

Incidents of unacceptable student conduct may result in disciplinary action. Parent/guardian will be notified in writing of any and all offenses involving their child(ren). Consequences of unacceptable behavior may include, but are not limited to: restricted seating, suspension of transportation privileges, parent/student/school personnel meeting, bus riding privileges revoked for remainder of year, and/or any combination of these possible consequences. Student discipline will be administered by the building administrator of the student's school, in cooperation with school transportation personnel.

### **Appeal Process**

Parent/guardian complaints and grievances regarding these regulations should be addressed by first contacting the Director of Transportation at 712-263-6404, for resolution of the complaint.

If the complaint cannot be resolved by the Director of Transportation within five (5) days of the event, the parent/guardian may discuss the matter with the building principal within five (5) days of the Director of Transportation's decision. If the matter cannot be resolved by the building principal, the parent/guardian may discuss it with the superintendent within five (5) days after speaking with the building principal.

### **Notice of Nondiscrimination**

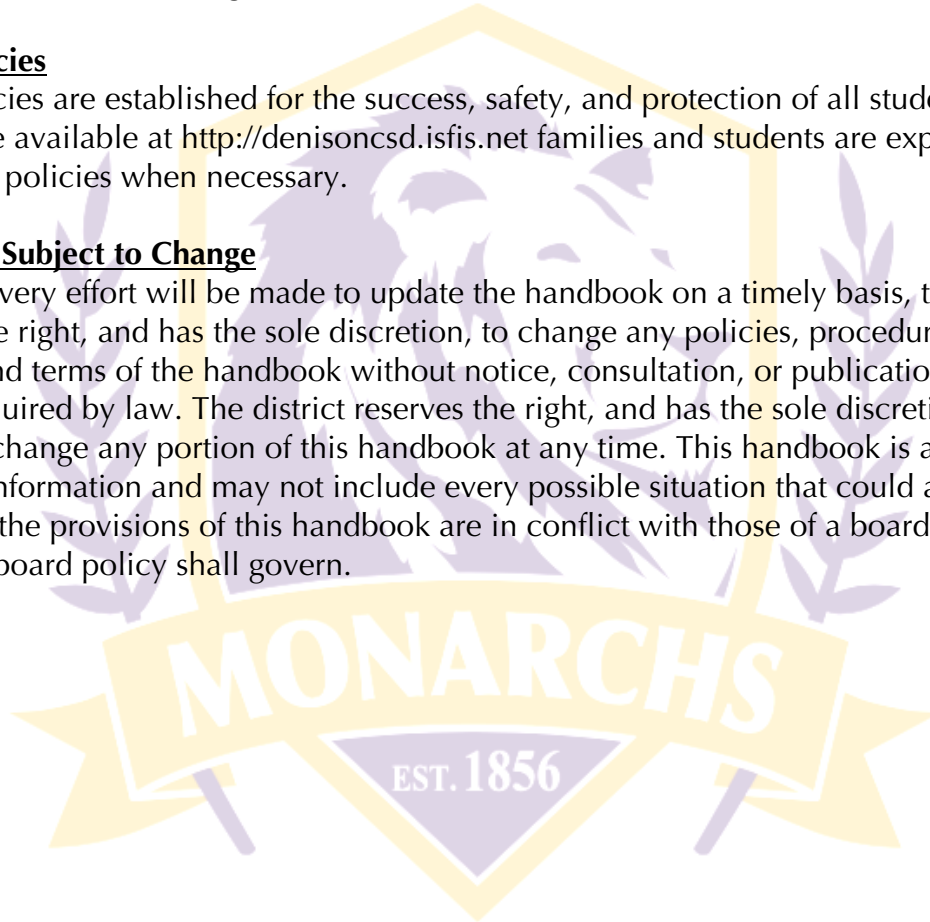
It is the policy of the Denison Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator: Heather Langenfeld Denison Community Schools 38 North 20th Street Denison, Iowa 51442 712-263-3104 hlangenfeld@denisoncsd.org

### **Board Policies**

Board policies are established for the success, safety, and protection of all students. Board policies are available at <http://denisoncsd.isfis.net> families and students are expected to refer to the policies when necessary.

### **Handbook Subject to Change**

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of the handbook without notice, consultation, or publication, except as may be required by law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time. This handbook is a general source of information and may not include every possible situation that could arise. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy the board policy shall govern.



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