

# TRANSPORTATION HANDBOOK

2018-2019

# **Student Transportation Handbook**

## ***Everybody Has A Job In School Bus Safety***

### **Introduction**

The transportation for our school district has become very complex and costly. We must revise and update all the bus routes yearly to meet the ever-changing transportation needs of the district and increase our efficiency. Transportation services offered by the District are available to all students residing outside one radius mile of the individual school attendance boundary.

Our goal has always been safety first for the students of Lexington Schools. Buses are inspected regularly; drivers are trained and retrained; bus stops and routes are reviewed, all to provide the safest and most efficient operation we can provide for your children.

In our community, we are sometimes faced with inclement weather. This situation may affect our schedules. We appreciate your patience and understanding when bus schedules may be temporarily modified.

We also ask your support in the area of bus discipline. The safety of all the children is of primary importance to each of us. Please help your children to ride safely by reviewing their job as a rider noted in this document. It is also important to review the safe bus rules/regulations with your child periodically.

Thank you in advance for your help and support.

School Bus Transportation contracted with Randy Small Transportation, 660-259-3836, 1011 South 24<sup>th</sup> Street, Lexington, MO 64067.

About 22 million children ride to and from school each day in 350,000 buses in this country. Traveling on a school bus is the safest mode of transportation, but it takes everyone of us to help keep it that way - and ensure the safety of every child.

### **Parent's Job**

- To have children at the bus stop 5 minutes before the scheduled time
- Support the driver if behavior problems occur
- To obey all laws
- Keep phone numbers current
- Have an alternate plan in the event you are unable to be home after school
- Students in the Early Childhood Program or needing bus assistance as stated in an IEP must be escorted to the bus by a parent or an authorized person.

### **Driver's Job**

- To be in good physical condition
- Pre-trip the bus every day
- Be as close to the schedule time as possible
- To obey all laws/procedures
- Drive safely at all times

## **The Student's Job**

- Leave home early enough to arrive at your bus stop 5 minutes before your scheduled time
- Wait for your bus in an orderly manner in your designated place of safety
- Enter the bus in an orderly manner and take your seat promptly
- Follow the instructions and rules of the bus driver
- Remain seated until the bus arrives at school or your designated bus stop
- Keep aisles clear at all times
- Remain quiet and orderly
- Be courteous to your school bus driver and fellow passengers
- Be alert to traffic when leaving the bus; wait for the driver's instructions if needed

## **School Bus Safe-Riding Rules**

1. Students shall arrive at their assigned bus stop at least 5 minutes before the bus is scheduled to arrive.
2. Students must wait in their designated place of safety and away from the bus stops.
3. Behavior at the school bus stop and on the bus must not threaten life, limb or property of any individual.
4. Students must go directly to assigned seat.
5. Students must remain seated keeping aisles and exits clear.
6. Students must not use profane language.
7. Eating and drinking on the bus is prohibited (State Law).
8. Students must not throw or pass objects on, from or into the bus.
9. Carry-on items are allowable if they fit on students' lap, on the floor under the seat, or secured in a safe place (oversized musical instruments, i.e., bass drums; tuba's, etc. cannot be transported on the bus with students).
10. Students must leave or board the bus at locations at which they have been assigned, unless written administrative authorization been given.
11. Students must not put their head, arms or other body parts out the bus window.
12. Students may not use the emergency exits unless permission has been given by the bus driver/administrator in charge of the bus.
13. Students must be QUIET at all railroad crossings. No loud or disruptive behavior is permitted.
14. When getting on/off the bus, students who must cross the street or highway are instructed to WAIT until the driver has SIGNALED for them to cross. Students must remain visible to the driver at all times.
15. Wait for the bus to come to a complete stop and the door is opened before attempting to get on or off the bus.
16. The use of cell phones and cameras is prohibited.
17. Cooperate with the driver and keep the bus clean.
18. The student discipline code will apply to students using school transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus, or immediately after the students have disembarked.
19. If the student causes damage to the school bus, the student's parents/guardians are responsible for payment to correct the damages.

## **CONSEQUENCES**

First Reported Incident Warning given and parents notified.

Second Reported Incident Suspension of Bus privileges - usually 1 to 3 days

Further Reported Incident(s) Longer Bus Suspension – Ultimately, a child may be permanently removed from the bus.

\*Major disruptions, such as fighting, may result in bus suspension on the first offense or longer suspensions on subsequent offenses. Repeated violations will result in increased length of suspensions up to and including the remainder of the year.

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## **School District Expectations**

### **Be Responsible**

- Take care of your belongings
- Keep the bus clean

### **Be Respectful**

- Listen to the driver
- Follow adult directions

### **Be Kind**

- Be courteous to others

### **Be Safe**

- Stay seated
  - Face forward
  - Speak quietly
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## **Procedures for Special Transportation**

### **Curb to Curb Service**

When conditions warrant special education transportation provides curb to curb service. This means that the bus will pick-up and drop-off at the curb in front of the student's home or day care. The following are some exceptions to this procedure:

Due to road conditions (dead end roadways or narrow roadways) it may be necessary to place the pick-up/drop-off site at a safe location away from the home or day care. Every effort will be made to locate the stop as close as possible to the home or day care. When an escort is appropriate, it will be the responsibility of the parent or their designee to escort the student to and from the pick-up/drop-off location. The bus driver or attendant are not responsible to escort the student to or from the home.

## **Student Discipline Policy**

It is the school district's responsibility to provide safe transportation for students who ride school buses to and from school and on school-related trips. In the absence of a teacher or school administrator, the school bus driver is responsible for ensuring that students behave in a safe and responsible manner. Any behavior which interferes with the safe transportation of students must be reported. Exceptions are made for special education students whose behavior is the result of their disability.

### **Assault**

Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group.

First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

**Dishonesty**--Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is

directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**False Alarms (see also "Threats or Verbal Assault")**--Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Fighting (see also, “Assault”)**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Incendiary Devices** – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

### **Sexual Harassment (see Board policy AC)**

1. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

**Sexually Explicit, Vulgar or Violent Material** – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Theft**--Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

**Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

## **Tobacco**

1. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student

conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

**Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.