

AUXILIARY SERVICES

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STUDENT SCHOOL TRANSPORTATION ELIGIBILITY

Elementary and middle school students living more than two miles from their designated school attendance center and high school students living more than three miles from their designated attendance center shall receive 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 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 board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board 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 board 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 with a neighboring school district shall follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, shall provide transportation to and from the school at their own expense.

Legal Reference: 20 U.S.C. §§1401, 1701 *et seq.* (2010).
34 C.F.R. Pt. 300 *et seq.* (2010)
Iowa Code §§256B.4; 285; 321 (2013). 281 I.A.C. 41.412

Cross Reference: 501.12 Homeless Children and Youth
602.5 Special Education

STUDENT TRANSPORTATION for EXTRACURRICULAR ACTIVITIES

The board in its 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 the superintendent.

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 the building principal prior to the event or a student's parent 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. The parent must sign a form verifying they are taking responsibility for transporting their student.

Legal Reference: Iowa Code §§ 256B.4; 285.1-.4; 321 (2011).
281 I.A.C. 41.412

Cross Reference: 503 Student Activities

Approved Sept. 16, 1996

Reviewed Aug. 21, 2017

Revised Sept. 18, 2017

TRANSPORTATION of NON-SCHOOL GROUPS

School district vehicles will not be made available for rent by any outside groups, without the approval of the superintendent.

It shall be the responsibility of the superintendent to develop administrative regulations for use of school district transportation vehicles to transport students and others to school-sponsored events. Any school transportation provided for students out of state will require board approval prior to the trip.

Legal Reference: Iowa Code §§ 285.1(21), .10(9), (10) (2013)
281 I.A.C. 41.412; 43.10

Cross Reference: 1000 School / Community Relations

TRANSPORTING STUDENTS IN PRIVATE VEHICLES

Generally, transporting students for school purposes is done in a vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for emergency school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the building principal. Private vehicles will be used only when the vehicle is in good condition, the driver possesses a valid drivers' license; and proof of insurance has been supplied to the principal.

The school district assumes no responsibility for those students who have not received the approval of the principal and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance center. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Employees who transport students for school purposes must have the permission of the building principal.

Legal Reference: Iowa Code §§279.8; 285; 321 (2011). 281 I.A.C. 43

Cross Reference: 701.2 Student Transportation for Extracurricular Activities
803.9 Travel Allowance

Approved Oct. 29, 1973

Reviewed Aug. 21, 2017

Revised Sept. 18, 2017

SCHOOL BUS SAFETY INSTRUCTION

The school district shall conduct school bus safe riding practices instruction and emergency safety drills twice a year for students who utilize school district transportation.

Each school bus vehicle shall 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 shall include, but not be limited to, students with disabilities.

School district vehicle drivers are required to attend each safety drill.

Employees shall be responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.

Legal Reference: Iowa Code §§279.8; 321 (2013). 281 I.A.C. 41.412; 43.40

Cross Reference: 502 Behavior Disciplines
504 Student Health & Safety Regulations

Approved Sept. 16, 1996

Reviewed Aug. 21, 2017

Revised Sept. 18, 2017

ACTIVITY TRIPS – INCLEMENT WEATHER

I. Sponsors and Teachers:

1. It is the responsibility of the sponsor or teacher in charge to locate facilities for their group to stay overnight if necessary. Those facilities might be (1) school gym, (2) parents' homes, (3) motels.
2. The sponsor or teacher should first call the administration in the following order:
(A) Superintendent, (B) Principal, (C) Assistant Principal.
 - A. If an administrator cannot be reached, then the teacher or sponsor will make the decision based on their best judgment after considering all the alternatives and present conditions.
3. The teacher or sponsor should notify the parents by the most expedient and feasible manner that the group is staying overnight, giving them the location and telephone number.
4. If a student wants to ride home with a friend's parents, one of those parents must present a written statement they are assuming liability for the student. This written consent must be given to the teacher or sponsor in person. It should be suggested to the student that he/she call home first for permission. This does not negate the present rule for students riding home with parents or friends' parents under normal conditions.
5. If the bus driver wants to return home, the teacher or sponsor in charge can over-rule the driver and remain at their location. If the bus driver does not want to return, then the bus driver's decision will prevail.
6. All decisions should be made after talking to an administrator if one can be located.

II. Bus Drivers:

1. It is the responsibility of the bus driver to keep check on the weather during the game or activity. They should ask local school officials to assist them in calling the local police, sheriff's office and the highway patrol. All should be contacted before making a decision.
2. The bus driver should notify the teacher or sponsor immediately after the activity is over of the present conditions.
3. The bus driver can refuse to drive home even if encouraged to do so by the sponsor or teacher in charge.
4. The bus driver must remain at the location if the teacher or sponsor in charge requests them to do so.
5. The bus driver should assist the teacher or sponsor in charge in all matters.

III. Administrators:

1. Administrators should attempt to be available when undesirable weather conditions are occurring.
2. Administrators should advise the superintendent as soon as they can reach him.
3. Administrators should assist the visiting teacher or sponsor and bus driver in checking the weather, calling law officials, and making arrangements to stay overnight, if necessary.

SCHOOL BUS RULES

BUS ROUTE RULES

- Follow Bus Driver Instructions
- Stay Seated
- Fighting, Swearing, or Bullying Not Permitted – Be Respectful of Others
- Keep Your Body & Objects Inside Bus
- No Eating or Drinking on Bus
- Report Problems to Bus Driver
- No Vandalism and Keep Bus Clean

CONSEQUENCES

1st Incident – Driver warns student – discipline letter sent home

2nd Incident – Student assigned seat – phone call and letter to parents

3rd Incident – Bus privileges suspended for a minimum of 3 days - notified by phone and letter from Building Principal

Exception: A student may be suspended indefinitely and immediately at the discretion of the Building Principal if the offense is a severe or flagrant violation of the bus rules.

ACTIVITY TRIPS

Students may eat and drink as long as litter is properly disposed of.

RECORDING DEVICES: The Iowa school bus law and Oelwein School Board expectations make it necessary that all bus riders follow safety rules. To assist with that, a recording device with audio capability may be used to monitor behavior.

HARASSMENT POLICY: The District will not tolerate harassment by any student. Students shall conduct themselves, at all times while in school and related activities, in a manner that provides an atmosphere free from harassment or conduct of a demeaning intent with regard to gender, age, race, creed, color, national origin, religion, or disability. Harassment includes both sexual and racial.

WEAPONS: Weapons, dangerous objects, ‘look-a-likes’ and other items used as a weapon are not allowed in school, on school grounds, at school events, or in school vehicles.

RESPONSIBILITIES OF PARENTS/GUARDIANS AND BUS RIDERS.

1. Bus stop times are approximate and subject to change without notice. Make certain that riders are curbside and ready 5 minutes before the scheduled arrival time.
2. Parents/guardians should supervise students at bus stops before and after school.
3. Riders must get on and off the bus at their scheduled bus stop only.
4. Before standing up to exit, the riders must wait until the bus comes to a complete stop.
5. When students must cross a road/street to get on the bus or when leaving the bus, they are required to wait for the driver's hand signal before crossing the road.
6. Advise child[ren] to cooperate with driver directions, first time given.
7. Review and discuss the "SCHOOL BUS RULES" with your child[ren].
8. Discuss family obligations to pay for vandalism. [e.g. seat, back of seat, windows.]
9. Riders need to understand that misbehaving or horseplay could distract the driver. If the driver is watching your son or daughter misbehave, the driver will not be watching the road. Riders must not distract/bother the driver or behave in a way that would endanger the safety of other passengers.
10. Remain seated at all times. All riders need to keep the aisle clear and be properly seated, sit facing forward and have their feet directly in front of them. [e.g. no kneeling, no lying down in the seat, no head, arms, or hand out of the window.] Please stress to your child[ren] for their safety, always remain seated correctly.
11. Except in an emergency situation, riders must not open the emergency exit doors or windows.
12. All riders are required to use appropriate language and talk at a classroom level. [e.g. no profanity, hand gestures, yelling, screaming or distracting noise.]
13. No skateboards, pets, snow sleds, or trading cards, etc.
14. It is recommended that parents/guardians transport large projects or instruments. [e.g. show and tell science or displays, drums or cello, etc.]
15. Electronic devices with headphones may be used on the bus. The school district assumes no responsibility if items are damaged or misplaced.
16. Parents/guardians have the responsibility to make your child[ren] aware that food and beverages are not allowed on school buses during regular bus routes.
17. The discipline referrals are collected for the entire year. Students do not begin over each quarter or each semester with a first referral.
18. Riders not feeling well should not ride the bus.
19. Eligible friends of bus riders may ride with a signed note from parents or guardians after principal/designee signs notes to be presented to the bus driver.

Legal Reference: Iowa Code 285.10; 321.372. I.A.C. 22.40; 22.43

Approved April 25, 1988

Reviewed Aug. 21, 2017

Revised Sept. 18, 2017

USE of RECORDING DEVICES on SCHOOL BUSES REGULATION

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 extra-curricular events. The contents of the recordings may be used as evidence in a student disciplinary proceeding.

Student Records

The contents of the recording 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 recording. 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 recording 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 recording 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 may be treated like other evidence in the proceeding.

Notice

The school district will annually provide the following notice to students and parents:

The Oelwein Community School District Board of Education 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 recordings may be used in a student disciplinary proceeding. The content of the recordings 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. Parents may request to view the recordings of their child if the recordings are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a recording device:

This bus is equipped with a recording/audio monitoring system.

USE of RECORDING DEVICES on SCHOOL BUSES REGULATION

Review of Recording Devices

The School District will review the recordings when necessary as a result of an incident reported by a bus driver or student. The recordings may be recirculated for erasure after 60 days.

Viewing of the recordings is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the recordings stating the time, name of individual viewing and the date the recording was viewed.

Recording Monitoring System

Recording devices will be used on all school district buses.

Determination of how recording devices will be used and which buses will be equipped with recording equipment will be made by the superintendent in consultation with the building principals and transportation director.

Student Conduct

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.

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2. The sponsor or teacher should first call the administration in the following order:
(A) Superintendent, (B) Principal, (C) Assistant Principal.
 - A. If an administrator cannot be reached, then the teacher or sponsor will make the decision based on their best judgment after considering all the alternatives and present conditions.
3. The teacher or sponsor should notify the parents by the most expedient and feasible manner that the group is staying overnight, giving them the location and telephone number.
4. If a student wants to ride home with a friend's parents, one of those parents must present a written statement they are assuming liability for the student. This written consent must be given to the teacher or sponsor in person. It should be suggested to the student that he/she call home first for permission. This does not negate the present rule for students riding home with parents or friends' parents under normal conditions.
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5. The bus driver should assist the teacher or sponsor in charge in all matters.

III. Administrators:

1. Administrators should attempt to be available when undesirable weather conditions are occurring.
2. Administrators should advise the superintendent as soon as they can reach him.
3. Administrators should assist the visiting teacher or sponsor and bus driver in checking the weather, calling law officials, and making arrangements to stay overnight, if necessary.

GUIDELINES for OPERATING BUSES in INCLEMENT WEATHER

The following recommended policy attempts to meet the most recent legislative directive in regard to the operation of school buses in inclement weather.

1. When fog, rain, snow, or other natural conditions may hinder operation of Oelwein Community buses, a decision will be made regarding their operation.
2. The decision as to whether or not buses will operate or their schedule or routes altered shall be made by the Superintendent or the Superintendent's designee.
3. In the event a bus driver at any point during his or her assigned route determines that existing conditions prevent the driver from continuing his or her route, the driver shall, at the earliest opportunity, contact the office of the Superintendent. Upon receipt of this notice, parents of the affected riders shall be notified in a manner best suited to the situation, and plans shall be made for the temporary management of all students involved until conditions are sufficiently improved to allow the driver to continue.
4. When adverse conditions exist prior to the beginning of a school day, and either temporary delay appears necessary or it has been determined to cancel school for that day, students and parents shall be notified by commercial radio, television, district website and Iowa Alert.com as early as possible on that day. Every effort will be made to have information regarding delay or cancellation announced by seven a.m.
5. Should adverse weather conditions develop during a school day and it has been determined that school shall be dismissed early, students and parents will be notified by commercial radio and television.
6. Alternative bus routes using hard surface roads only will be used when appropriate.

Legal Reference: Iowa Code § 279.8 (2013)

Approved January 22, 1996

Reviewed Aug. 21, 2017

Revised Sept. 18, 2017