



2022-2023  
"CLASSROOM ON WHEELS"  
STUDENT TRANSPORTATION HANDBOOK

## TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	2
CONTACT INFORMATION	2
STUDENT TRANSPORTATION	
Student School Transportation Eligibility	2-3
Student Transportation for Extracurricular Activities	3
Student Trips	3-4
Transporting of Students by Employees	4
Transporting Students in Private Vehicles	4
BUS ROUTES	
Bus Route Information	4-5
Driveway Bus Turnarounds	6
STUDENT CONDUCT	
Student Conduct on School Transportation	6-8
Anti-Bullying/Harassment	8-10
Inappropriate Student Conduct	10-11
SAFETY	
School Bus Safety Instruction	11
Use of Recording Equipment on School Buses	11-12
Student Medication	12
Transportation in Inclement Weather	12
OTHER	
Non-Public Transportation Reimbursement	13

## INTRODUCTION

The following information is provided to you to enable the school transportation department to serve your family with safe, efficient, and punctual school bus transportation. Should any questions or concerns develop, please contact Ron Swartz, Transportation Director.

## CONTACT INFORMATION

Transportation Director:	Ron Swartz
Transportation Office Phone:	515 961-9592
Transportation Office Fax:	515 961-9504
Transportation Director Cell Phone:	563-920-0236
E-mail address:	<a href="mailto:ron.swartz@indianola.k12.ia.us">ron.swartz@indianola.k12.ia.us</a>

**It is the policy of the Indianola 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 the ICSD's Title IX Coordinator:**

**Director of Human Resources  
1304 East 2nd Avenue,  
Indianola, Iowa 50125,  
515-961-9500,**

## STUDENT TRANSPORTATION

### **STUDENT SCHOOL TRANSPORTATION ELIGIBILITY (Board policy 711.1)**

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.

When appropriate, transportation of students who require special education services will generally be provided as for other students. 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 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 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.

#### **STUDENT TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES (Board policy 711.3)**

The board 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 in 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. 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.

It is the responsibility of the superintendent to make a recommendation to the board as to whether the school district will provide the transportation authorized in this policy. In making the recommendation to the board, the superintendent will consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

#### **STUDENT TRIPS (Board policy 606.5)**

The principal may authorize field trips when such events contribute to the achievement of the education goals of the school district. The school district will provide transportation for field trips and excursions.

In authorizing field trips and excursions, the principal will consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other

factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the state. Board approval will be required for field trips and excursions which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance. A detailed schedule and budget must be submitted by the employee. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher will be required to submit a written summary of the field trip.

**TRANSPORTING OF STUDENTS BY EMPLOYEES (Board policy 401.6)**

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. 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 superintendent. This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

**TRANSPORTING STUDENTS IN PRIVATE VEHICLES (Board policy 904.1)**

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 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 superintendent. Private vehicles will be used only when proof of insurance has been supplied to the superintendent and when the parents of the students to be transported have given permission to the superintendent. The school district assumes no responsibility for those students who have not received the approval of the superintendent 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.

BUS ROUTES
------------

**BUS ROUTE INFORMATION**

Students are required to be registered for bus transportation annually and if there is a change in their transportation needs.

Bus route information for Irving Elementary students prior to the start of the traditional calendar will be available in PowerSchool under the transportation tab, prior to the start of school in July. All parents will receive an email once the bus routes have been uploaded to PowerSchool and are ready to view prior to the start of school. Bus routes for Irving students will change when the traditional calendar starts for other buildings in August.

Bus route information for the traditional calendar year will be available in PowerSchool under the transportation tab. All parents will receive an email once the bus routes have been uploaded to PowerSchool and are ready to view prior to the start of school.

Contact the transportation department in writing when the transportation needs of a student change.

Buses will stop only at designated bus stop locations. Students will only be allowed to use the designated stop they have been assigned which is based on the information provided by the district.

Elementary and high school students will be picked up at their attendance center if they are riding the school bus. The southwest side of the Indianola Middle School is the transfer point from one bus to another. High school students that walk to the middle school for bus transfer will be denied transportation. Elementary parents cannot pick up or drop off elementary students at the Middle School for transportation. If an elementary student gets on afternoon bus by mistake, they will be taken to the Middle School office for pick up.

An adult must be present when open enrollment students, and/or special education students requiring special education transportation are transported to their designated stop. If an adult is not present, the driver will return the student to the student's attendance center and their parent will be contacted to pick up the student.

A signed bus pass from their attendance center is required for students to ride a bus, other than the bus they are assigned or to get off at a bus stop other than their assigned bus stop.

#### **TRANSPORTATION ON PRIVATE DRIVES AND CUL-DE-SACS (Board policy 711.1R1)**

##### PRIVATE DRIVES

Buses will not leave the public roadway to receive or discharge students unless their safety is enhanced thereby or the private road is maintained in the same manner as a public roadway. The transportation director will consider the following in recommending annual regular transportation routes to the Board:

- Residence must be more than 3/8 mile to the public roadway.
- The private drive must include at least three homes.
- The private drive must be hard surfaced or rocked and maintained in the same manner as a public roadway. This includes surface, snow removal, ditches, culverts, and other standards for public roadways that make for safe and efficient travel.
- A minimum 120' diameter turnaround with parking restrictions to accommodate a conventional 77- passenger bus to turnaround without backing.
- A minimum private drive width of 24'.
- The private drive must be free of identified driving hazards including, but not limited to, steep road incline, poor sight distance, or other unique roadway conditions.

Requests for district consideration of school bus transportation into a private drive must be submitted in writing to the transportation director. The transportation director may not recommend service on a private drive even though the private drive meets all the considerations. The transportation director can temporarily discontinue service into a private drive if conditions warrant. Transportation into a private drive can be permanently discontinued at any time by Board action.

The Board will approve regular transportation routes annually. The school district will not provide transportation into a private drive without prior Board approval of the route. The school district is not responsible for damage to the private drive surface caused by the bus traveling on the private drive.

When road conditions on the private drive are not passable, the bus will stop at the intersection of the private drive and public roadway. Prior notification will be provided when possible.

#### CUL-DE-SACS

Buses will not enter cul-de-sac areas to receive or discharge students unless their safety is enhanced. The transportation director will consider the following in recommending annual regular transportation routes to the Board:

- The cul-de-sac length must be more than 3/8 mile in length
- The cul-de-sac must include at least three homes.
- A minimum 120' diameter turnaround with parking restrictions to accommodate a conventional 77- passenger bus to turnaround without backing.
- A minimum road width of 24'.
- The cul-de-sac road must be free of identified driving hazards including, but not limited to, steep road incline, poor sight distance, or other unique roadway conditions.

Requests for district consideration of school bus transportation into a cul-de-sac must be submitted in writing to the transportation director. The transportation director may not recommend service into a cul-de-sac even though the cul-de-sac meets all the considerations. The transportation director can temporarily discontinue service into a cul-de-sac if conditions warrant. Transportation into a cul-de-sac can be permanently discontinued at any time by Board action.

The Board will approve regular transportation routes annually. The school district will not provide transportation into a cul-de-sac without prior Board approval of the route.

#### **DRIVEWAY BUS TURNAROUNDS**

Driveways designated as a bus turnaround should be cleared of vehicles and other obstructions at all times. Snow should be removed during the winter to provide bus access. The property owner may request that the school district submit a request for road to be rocked when necessary to maintain the turnaround. The school district will make the request in writing to the proper state or county agency. The decision on the request will be made by the state or county agency. It is the responsibility of the state or county agency, to pay for and deliver the road rock requested, if the request is granted.

<b>STUDENT CONDUCT</b>
------------------------

#### **STUDENT CONDUCT ON SCHOOL TRANSPORTATION (Board policy 711.2 AND 711.2R1)**

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 transportation director.

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 video recordings are student records subject to school district confidentiality, board policy and administrative regulations.

For inappropriate conduct, the building principal will have the authority to suspend transportation privileges of the student or impose other appropriate discipline.

It is the responsibility of the superintendent, in conjunction with the building principal and transportation director, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation.

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. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated AM stop location 5 minutes before the student pick up time, which is listed in PowerSchool under the transportation information tab.
2. Bus riders will stay a reasonable distance (10 feet) from the bus until it comes to a complete stop before attempting to enter.
3. Everyone riding on our school buses are expected to wear a seat belt if available. This includes all students, teachers, school staff, chaperones and driver.
4. Riders must not extend arms or heads out of the windows at any time.
5. Aisles must be kept cleared at all times.
6. All bus riders will load and unload through the right front door. The emergency exits are for emergencies only.
7. 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.
8. A bus rider may be assigned a seat by the driver.
9. Bus riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Riders will not be allowed to eat or drink on the bus during regular routes. Food and/or drinks on activity trips will be at the discretion of the driver and activity sponsor/coach.
12. Permission to open windows must be obtained from the driver.
13. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
14. The driver is in charge of the students and the bus, and the driver is to be obeyed promptly and respectfully.
15. Older students will assist in looking after the safety and comfort of younger students.
16. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no less than 10 feet), look both directions and proceed to cross the road only after designated signals between the driver and bus rider have been exchanged with a thumbs up from the driver.
17. Students will not throw objects about the vehicle nor out through the windows.
18. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
19. Students will keep feet off the seats.
20. Roughhousing in the vehicle is prohibited.
21. Students will refrain from crowding or pushing on or near the bus.
22. The use or possession of tobacco, intoxicants or look-alike substances is prohibited on the bus.
23. The use or possession of weapons, other dangerous objects or look-alikes is prohibited on the bus.
24. Bullying or any form of harassment is not permitted.
25. The Good Conduct Rule is in effect.

Skateboards, scooters, roller blades, and hover boards are not allowed on the school bus.

The use of pagers, handheld radios, laser pointers or scanners is prohibited while riding the bus.

Other electronic devices (i.e. cell phones, laptops, handheld gaming systems) may be used as long as they are not distracting to the driver and used in accordance with other district policies. Devices cannot be used to take pictures or videos of other students while on the bus. Use of cell phones will be discontinued at the request of the driver or other district employee or chaperone. Failure to discontinue use as requested will result in disciplinary action.

Parents, guardians, and/or other adults are not permitted to step on to the school vehicle without prior permission. Law enforcement may be contacted.

#### **ANTI-BULLYING/HARASSMENT (Board Policy 104)**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, race, color, religion, national origin, sex, physical or mental ability or disability, sexual orientation, gender identity, socioeconomic status, creed, marital status, physical attributes, ancestry, political party preference, political belief or familial status. Harassment against employees based upon the employee's age, race, color, religion, national origin, sex, disability, sexual orientation, gender identity, or creed is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;

- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent will be responsible for handling all complaints by students alleging bullying or harassment. The Level 1 Investigator will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district. The board will annually publish this policy and a copy shall be made to any person at the central administrative office.

The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,

### **INAPPROPRIATE STUDENT CONDUCT**

Inappropriate student conduct at or near the school bus will involve the building principal and may result in a loss of bus riding privileges for the remainder of the school year.

First Offense	Notification to parent by email. Email will be sent to first contact in PowerSchool.
Second Offense	Notification by letter to parents of student
Third Offense	May result in bus suspension for 1 day
Fourth Offense	May result in bus suspension for 3 day
Fifth Offense	May result in bus suspension for 5 day
Sixth Offense	May result in bus suspension for 10 day
Seventh Offense	May result in bus suspension for the remainder of the school year

If the student conduct warrants, the building principal retains the right to bypass the first through the sixth offense and go directly to seventh offense if deem necessary.

Parents will be contacted when there are issues involving a student's behavior on the school bus. Students displaying violent, destructive or seriously disruptive behavior while on the bus will be subject to disciplinary action and may be charged by local law enforcement officials.

### **SEARCH AND SEIZURE (Board policy 502.8)**

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if

the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

SAFETY
--------

**SCHOOL BUS SAFETY INSTRUCTION** (Board policy 711.7)

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 may or may not 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. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

**USE OF RECORDING EQUIPMENT ON SCHOOL BUSES** (Board policy 711.2R2)

The board supports the use of recording equipment on school buses as a means to monitor and maintain a safe environment for students and employees. The recording equipment 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.

Student Records

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, business manager, building principal, transportation director, bus driver and special education staffing team. 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 Indianola Community School District Board 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 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 recording 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 recording devices:

This bus may be equipped with a recording audio monitoring system.

### Review of Recording Devices

The school district will review recordings when necessary as a result of an incident reported by a bus driver or student. The recordings may be re-circulated for erasure after 2 school days. Video/audiotapes or other electronic recordings may be kept longer if warranted by the transportation director.

Viewing of the recordings is limited to the individuals having a legitimate educational purpose.

### Recording Monitoring System

Recording will be used on all 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 other 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.

### **STUDENT MEDICATION**

Students are not permitted to bring medication onto the school bus without prior communication and authorization through the student's building principal.

### **DIABETIC STUDENTS**

Transportation Expectations For Diabetic Students

- The student's blood sugar will be at least 80 mg/dL or agreed upon blood glucose level between parent and/or the transportation department before getting on the bus
- The bus driver will not be responsible for monitoring of blood sugars during the bus ride
- The role of the bus driver in the event of an emergency is to initiate an emergency response

- The student will have appropriate blood sugar corrections, provided by parent, available for the duration of the bus ride
- The student will have access to emergency medications, provided by parent, available for the duration of the bus ride

**TRANSPORTATION IN INCLEMENT WEATHER** (Board policy 711.8)

School district buses will not operate when weather conditions due to fog, rain, snow or other natural elements make it unsafe to do so. Because weather conditions may vary around the school district and may change quickly, the best judgment possible will be used with the information available.

The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" decisions and reports of the drivers and the transportation director.

Several drivers each year will be specially designated to report weather and road conditions when requested to do so. Other employees and students will be notified when school is cancelled or temporarily delayed. When school is cancelled because of weather anywhere in the school district, all schools will be closed.

When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced. Students will be returned to their regular drop-off sites unless weather conditions prevent it. In that case, students will be kept at or returned to school until they are picked up by the parents.

OTHER
-------

**NON-PUBLIC TRANSPORTATION REIMBURSEMENT** (Board policy 711.5)

The board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. Nonresident students paying tuition may be transported, and resident students attending a nonpublic school accredited by the State Department of Education, will be transported on an established public-school vehicle route as long as such transportation does not interfere with resident public students' transportation. Nonresident and nonpublic school students will obtain the permission of the superintendent prior to being transported by the school district.

Parents of resident students who provide transportation for their children attending a nonpublic school accredited by the Iowa Department of Education will be reimbursed at the established state rate. This reimbursement is paid only if the school district receives the funds from the state. If less than the amount of funds necessary to fully reimburse parents of the nonpublic students is received by the school district, the funds will be prorated.

The charge to the nonresident students is determined based on the students' prorated share of the actual costs for transportation. The parents of these students are billed for the student's share of the actual costs of transportation. The billing is according to the schedule developed by the superintendent. It is the responsibility of the superintendent to determine the amount to be charged and report it to the board secretary for billing.

Continued transportation of nonresident and nonpublic school students on a public school vehicle route will be subject to resident public school students' transportation needs. The superintendent will make a recommendation annually to the board regarding the method to be used. In making a recommendation to the board, the superintendent will consider the number of students to be transported, the capacity of the school vehicles, the financial condition of the school district and other factors deemed relevant by the board or the superintendent.

Nonresident and nonpublic school students are subject to the same conduct regulations as resident public students as prescribed by board policy, and to other policies, rules, or regulations developed by the school district regarding transportation of students by the school district.

