

I. SCHOOL BOARD POLICIES

STUDENT TRANSPORTATION, E.D.

The Mukwonago Area School District shall provide transportation to and from school, within attendance area boundaries, as provided by WI State Statutes and to and from authorized school sponsored activities. Safety and efficiency of the program will be a prime consideration in planning and administration of all transportation programs.

Reasonable rules will be drafted and adopted to provide for a clear understanding for all parties concerned in this area of school operation. These rules will cover such areas as: Eligibility of riders, travel on various roads, handling of complaints, closing school procedures, specific Kindergarten rules, acceptable walking distances, rider safety, designated stops, discipline procedures, student conduct requirements, activity bus provisions, extra-curricular riding rules, etc.

The transportation rules will be available to all district residents and all reasonable methods of distribution shall be practiced.

BUS CONDUCT, E.D.B.

While the law requires the School District to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus--and only at that time--does he or she become the responsibility of the School District. Such responsibility shall end when the child is delivered to the bus stop at the close of the school day.

In view of the fact that a bus may be regarded as an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom conduct

In cases when a child does not conduct himself properly on a bus, the bus driver may use the communication and penalty system approved by the Board.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended as described in Bus Conduct: Transportation Discipline Procedure..

Before a child is suspended from the bus, the bus company is responsible for directly contacting the child's parent and informing school authorities. The Board will act on suspensions of more than 30 days.

In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

A. BUS CONDUCT: TRANSPORTATION DISCIPLINE PROCEDURE

Violations of the rules may result in suspension from riding. Violations of the rules shall be reported to the principal and bus contractor, and shall be addressed as follows:

FIRST STEP:

The bus driver will issue bus conduct reports to students for verified violations:

- A. Warnings
- B. Suspension of bus riding privilege, 1-2 days off
- C. Suspension of bus riding privilege, 3 days off
- D. Severity of violation may result in a first offense suspension.

SECOND STEP:

The bus contractor will investigate the report, inform parents, and discipline the student with a verified violation, which may include a suspension of up to five days. The school principal (designee) will receive this completed suspension report.

THIRD STEP:

The bus contractor will investigate the report, inform parents and discipline the student. A verified violation, which may include a suspension for up to five days, and a required conference with the principal (designee) before the student returns to ride the bus. The principal's hearing will include the student, parents of student, bus contractor and driver to verify the incident and establish a plan for appropriate bus behavior in the future. The student will be informed that future incidents may require a meeting with the Superintendent (designee). A copy of the discipline procedure must be included with conference letter.

FOURTH STEP:

The principal (designee) will investigate the bus conduct incident to verify the incident, inform parents and discipline the student which will include a suspension of up to five days or recommend a suspension for more than five days up to thirty days to the Superintendent (designee).

FIFTH STEP:

The school principal will inform the parents/guardians and recommend to the Superintendent (designee) that the offense and the student's transportation behavior records may warrant a hearing to determine a suspension of bus riding privileges up to thirty school days.

SIXTH STEP:

The Superintendent (designee) will recommend to the Board of Education the suspension of the student's bus riding privileges for up to one school year.

Any of these steps could be combined with additional school consequences, monetary fines or legal consequences.

B. EXTRA-CURRICULAR TRANSPORTATION

Student conduct on buses to and from extra-curricular activities shall follow the same rules as on regular bus runs.

1. Students shall ride the same bus to and from any activities.
2. The driver will collect student I.D.'s before boarding the bus and return the I.D.'s before the return trip.
3. If, while at an "Away" game or other activity, a student's behavior is judged to be unmanageable, or if the student is ill, a school employee will make every attempt to telephone the parents, long distance if necessary, to request they come for the student or to discuss the best possible action.

C. SCHOOL BUS RULES

1. No smoking or lighting matches or lighters. No chewing tobacco.
2. No standing or walking while bus is in motion.
3. No eating or drinking on the bus.
4. Throwing of objects is prohibited.
5. No rough housing, hitting, fighting or other physical aggression.
6. Loud, unnecessary and distracting noises are prohibited.
7. Vandalism to property will be paid for by student responsible.
8. Objects are to be kept out of the aisle.
9. Animals are not permitted on the bus.
10. Profanity or verbal abuse will not be tolerated.
11. No drugs or alcohol allowed on bus.

WALKING AND RIDING DISTANCE, E.D.D.

Transportation will be furnished to all pupils who qualify according to the following standards:

I. General:

1. Students who live two or more miles from their attendance center will be transported.
2. School buses will not travel dead-end roads unless distance is more than .5 miles.
3. K-6 grade students may be required to walk one-half (1/2) mile to a designated stop.
4. 7-12 grade students may be required to walk three quarters (3/4) mile to a designated stop.
5. Route scheduling should minimize Y turns.
6. School buses will not be required to travel private roads except by School Board action.
7. The school district will comply with Section 121.54(9), Transportation in Areas of Unusual Hazard of the Wisconsin Statutes.
8. The bus driver is not required to honor requests for more than two pick-up/drop-off points on a continuing basis. (The principal will act upon temporary exceptions.)
9. Students will be transported to day care centers and/or babysitters within their attendance area and outside of the area only on established bus routes to babysitters and licensed day care centers outside of the attendance area on scheduled bus routes if seating is available on existing bus routes.
 - A. Students will be transported to licensed family care and licensed group day care centers within a distance of four-tenths of a mile of their attendance area or in the case of the charter school their transportation boundaries.
 - B. Students will be transported only outside of the attendance area beyond the four-tenths of a mile on established bus routes at a contracted cost, established in the transportation contract, if **seating is available on existing bus routes.**
 - C. Children will be bused to licensed family care and licensed group day care centers only if the residence of the parents qualifies for busing.
 - D. Licensed family care centers and licensed group day care centers must contract with the school district by May 15 preceding the start of the school year.
10. If on a specific day a student is to be transported to a different drop-off point on an existing route, and if space is available, he/she must give the principal and bus driver a written note signed by the parent. Parents are to use discretion in making such requests.
11. In reviewing a bus stop or bus walkway, the administration should consider all of the following:
 - A. the age of a student who walks and waits alone.
 - B. hazards to children already on the bus.
 - C. additional mileage added to the route.
12. A bus stop should have 20 or fewer students actually boarding the bus based on a weekly average.
13. Parents have a responsibility to supervise their children to/from the bus stop and see that their children arrive at the bus stop per the schedule.

14. Parents of children not eligible for busing under this policy may contract with the School District for transportation services under the conditions of the "Pupil Transportation Contract".
15. Students will be grouped at bus stops with preference given to bus stops at intersections of roads/streets and driveways. Bus stops should be placed to minimize the number of bus stops.
16. Bus route scheduling will be based on the following factors: (Items are not prioritized)
 - Board policies
 - Location of students
 - Budget
 - Begin/end of school day for public and parochial students
 - Student contact time
 - Density of houses and student population
 - Topography
 - Road construction
 - Teacher contract
 - Bussing contract
 - Overall efficiency of the student transportation program including routes that may serve more than one school attendance area.

17. Transportation of private and parochial students follow Wisconsin Statute 121.54(2)(b)(1): "not more than 5 miles beyond boundaries of the school district measured along the usually traveled route".

II. Discipline

Violations of the rules stated in School Board Policy EDB may result in suspension from riding (see EDB-R Discipline Procedures.)

III. Eagleville Charter School Transportation – Effective with the 2012/13 school year, the designated transportation area for EVCS will be the area of the District that is west of Beulah Road and South of Hwy NN and north Hwy NN and west of Jericho Creek to the District's western boundary. Students living within this area and attending EVCS will be transported based on the parameters established above. In addition to the transportation area, the District will establish designated stops at CES, SES and RHES (assuming there is a demand for such service). The District will not provide supervision for students waiting for the Eagleville Charter School bus at these locations. The expectation of parents supervising their children remains the same as Section (1)(13) above.

TRANSPORTATION REQUESTS OR COMPLAINTS, EDE

Special requests or complaints concerning transportation of students should be made by parents to the school principal or his/her designee who shall refer them to the Superintendent/designee whenever the Superintendent deems it necessary.

Recommendations for policy deviations or changes shall be directed to the Buildings/Grounds/Transportation Committee. This Committee shall revise or write new policies and present them to the Policy Committee prior to action by the full Board.

Complaints about a bus driver should normally be made in writing to the manager of the transportation company.

USE OF VIDEO CAMERAS ON BUSES, EDBA

The use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism or other illegal activities and ensuring that students have a safe and positive experience while riding on the bus.

Parents shall be notified that video cameras are being used on buses at the start of each school year, through written communication in the District transportation pamphlet. A sign will be posted in front of each bus indicating that video cameras may be in use.

The District recognizes the confidentiality of student records pursuant to Wisconsin and Federal law. The District further recognizes that any videotapes created are student records, Student Records Policy, JR, and subject to the protection of Wisconsin and Federal pupil records laws. As pupil records, these video tapes are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records, which may include the parents of students who are being disciplined as a result of misconduct in which they have engaged on the school bus and which is recorded on the video tape in question.

The Owner/Manager of the Bus Company shall determine the rotation regarding on which buses video cameras shall be located. The Bus Company shall maintain a log that includes the date, bus number and bus driver's name for each camera used. Bus drivers do not need to be informed on which buses video cameras are operating. Individual drivers and principals may request that a video camera be used on a specific bus on designated dates. Parents may contact the principal or the Supervisor of Transportation and request that a video camera be used on a specific bus; such requests shall be in writing and include a valid reason.

Videotapes shall be maintained by the Bus Company in a safe, locked and secure location. The videotapes shall be maintained confidential by the Bus

Company, as agents for the District, consistent with applicable federal and state laws. If there are no reported bus problems pertaining to the date a videotape was recorded, the Bus Company may erase or reuse the videotape after ten school days; in addition, the District may create a copy of the videotape(s) in question, at the District's sole discretion, in the event the District determines that such a retention of a copy of the videotape in question may be necessary for legal action in the future. Such a copy of any videotape need not be shared with the Bus Company after erasure of the tape. However, the decision as to whether or not such a copy is to be shared shall be at the sole discretion of the District.

Access to and use of videotapes shall be limited as follows:

1. When needed, videotapes shall be maintained under the control of the building principal, who shall limit viewing of tapes for the purpose of documenting the incident for which a student is being disciplined. Viewing of the tape shall be restricted to personnel necessary for the purpose of documentation and discipline, as well as the parents of the student who is to be disciplined as a result of the misconduct which is shown on the videotape. Such a viewing of the videotape by the parent(s) of the student shall be under the jurisdiction and control of the Superintendent or his designee, and shall be performed in a setting, which is designed to guarantee confidentiality of the viewing of the videotape. The District reserves the right to introduce a videotape at any disciplinary hearing involving student misconduct or rule violations on the school bus. In the event the videotape is to be introduced under such circumstances, the meeting must occur in executive session, and under circumstances which will guarantee the confidentiality of the videotape to the maximum possible extent.
2. The videotapes shall not be available for viewing by the general public, media or other individuals. Building principals and/or District administrators may authorize other individuals, such as, guidance counselors, school psychologists or social workers, to view segments of the videotape if:
 - a. such individuals are working with the student on the videotape because of behavior, emotional or learning problems;
 - b. viewing the videotape would be beneficial to their role in assisting the student; and
 - c. the viewing of the videotape is considered to be necessary in order to provide a means of defending the District in the event of litigation, brought by an individual, pertaining to the conduct of the student(s) in question as shown on the videotape.
3. A log shall be kept by the building principal of all requests to use videotape, including the date(s) of request and the names of all individuals who view the videotape. The building principal or other custodian of the videotape(s) in question reserves the right to deny access to the tape in question in the event that the custodian determines that review or release of the videotape would be detrimental to the legal interests of the District.
4. Use of any videotape by the Bus Company shall be by permission of the Supervisor of Transportation and shall be limited to viewing by the Owner/Manager and bus driver involved.
5. Videotapes which have been viewed by the Bus Company shall be erased within ten days of their completion or use. Videotapes for students suspended or expelled as a result of their conduct on the school bus may be retained by the School District for one year. In addition, such videotapes may, at the sole discretion of the District, be retained under circumstances deemed to be appropriate by the District. Such videotapes, or copies of such videotapes where copies have been made by the district, shall be retained by the Director of Business Services, or his designee, under circumstances that shall guarantee (to the greatest extent practicable) the confidentiality of such tapes.