

policy

**BOARD OF EDUCATION
KIEL AREA SCHOOL DISTRICT**

OPERATIONS
8600/page 1 of 2

TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 for the transportation of resident students between their home areas and the schools of the District to which they are assigned. However, no vehicle with a capacity of more than fifteen (15) shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, shall be provided on the same basis as for District students.

Transportation of eligible students with exceptional educational needs or attending a technical education program shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The Board authorizes the District Administrator to install and operate video cameras on District buses to enhance student safety and well-being. S/He shall establish appropriate administrative guidelines for the proper use of the cameras.

policy

**BOARD OF EDUCATION
KIEL AREA SCHOOL DISTRICT**

OPERATIONS
8600/page 2 of 2

The District Administrator shall establish administrative guidelines to ensure proper implementation of this policy.

120.13(27m), 121.52, 121.53, 121.54 et seq., Wis. Stats.

guidelines

**OFFICE OF THE DISTRICT ADMINISTRATOR
KIEL AREA SCHOOL DISTRICT**

OPERATIONS
8600/page 1 of 4

TRANSPORTATION

BUS RIDER RULES

Previous to Loading (on the road and at school)

- A. Students should be at the designated school bus stop when the bus arrives.
- B. If a sidewalk or paved walkway is not available, it is recommended that a student walk on the side of the road facing traffic to get to the school bus.
- C. Students should stay off the road at all times while waiting for a bus.
- D. Students should wait until the bus comes to a complete stop before attempting to board the bus, they should line up in single file, and not rush to board the bus.
- E. Students should not move towards the buses at the school loading zone until the buses have been brought to a complete stop.
- F. Students should use a grab rail and watch their step while boarding the bus.
- G. Students should be courteous on the bus. They should not take advantage of younger children in order to get a seat.

After Boarding a Bus

- A. All students shall remain seated while the bus is in motion.
- B. Head, hands, arms, legs, and feet shall be kept within the bus.
- C. Scuffling, fighting, or using obscene language shall not be tolerated.
- D. Students shall not litter the bus with food or other debris.
- E. Students shall not tamper or vandalize the bus or any of its equipment.

guidelines

**OFFICE OF THE DISTRICT ADMINISTRATOR
KIEL AREA SCHOOL DISTRICT**

OPERATIONS
8600/page 2 of 4

- F. Students shall not leave books, lunches, or other articles on the bus. Bus driver or chaperones are not responsible for articles left on the bus.
- G. Students shall keep books, packages, clothes, and all other objects out of the aisles.
- H. Items of an objectionable or dangerous nature are not allowed to be transported on the bus.
- I. A rider is not permitted to place any large item, including instruments, in the aisle or in the front of the bus. If the items to be transported are too large for the student to hold without depriving another student of his/her seat, s/he must make other arrangements for their transportation.
- J. Students shall not throw anything out of bus windows.
- K. The driver is responsible for controlling bus riders.
- L. Students will cooperate with the bus driver at all times.
- M. Seats will be assigned to students at the discretion of the bus driver. Students are to sit in the assigned seat unless the driver reassigns the student to a new seat.
- N. Students should keep absolutely quiet while approaching a railroad crossing stop.
- O. Students should remain on the bus in case of accident or emergency, unless directed to do otherwise by the bus driver.
- P. Students shall not strike or hit a bus driver or school official.
- Q. Students shall not use or have possession of tobacco, alcoholic beverages or other drugs.
- R. Students shall not violate any other rules set by the driver, bus company, or School District.

guidelines

**OFFICE OF THE DISTRICT ADMINISTRATOR
KIEL AREA SCHOOL DISTRICT**

OPERATIONS
8600/page 3 of 4

After Leaving the Bus

- A. When necessary, the students must cross the road at least ten (10) feet in front of the bus. However, they must check to be sure that no traffic is approaching and they have received a signal to cross from the driver.
- B. Students should be alert to the danger signal of the driver (a loud blast of the horn).
- C. Students are not permitted to get off the bus at other than regular stops, unless proper authorization has been given in advance. The permission must be authorized in writing by the parent/guardian and/or school official(s).

Extracurricular Trips

All student bus rules apply to every trip under school sponsorship. Students shall respect the wishes of chaperones appointed by school officials who accompany bus trips. Chaperones and non-bus students should review the bus rider rules before the trip.

General

- A. Parents should notify the bus driver or the bus company when their child will not ride the bus.
- B. Damage to the bus from other than regular usage that has been caused by a rider will be paid by the rider or his/her parents.

Disciplinary Procedures

Parents will always be notified when their child has been disciplined for misbehavior on the bus. Parental contact will always precede suspension. Students who violate any of the bus or school rules will be disciplined as follows:

- A. First Offense: The student will be warned by the school principal and the parent/guardian notified.
- B. Second Offense: A conference involving the student, parent and building principal will be held.

guidelines

**OFFICE OF THE DISTRICT ADMINISTRATOR
KIEL AREA SCHOOL DISTRICT**

OPERATIONS
8600/page 4 of 4

- C. Third or more Offenses: The student will be suspended from bus riding privileges up to five (5) days. A parent conference will be required before the student can ride again. During that time parents or guardians, as required by law, must ensure that the student attends school.
- D. Expulsion from Bus Riding: A student who repeatedly violates bus rules and regulations or endangers the health and safety of others may be expelled from riding the bus as per Wisconsin Statutes.

SEVERE CLAUSE: A student who is flagrantly disrespectful or insubordinate may advance to any step at the discretion of the building principal.

TRANSPORTATION APPEAL

Any person in the Kiel Area School District having District transportation concerns or wishing to appeal transportation decisions shall be given an opportunity to express such concerns in accordance with established guidelines.

Transportation concerns and appeals shall be referred to the appropriate supervisory level for consideration and/or resolution. The order of appeals is as follows:

- A. Step One: Director of Transportation. The transportation concern should be made in writing to the Director of Transportation. The Director will respond in writing within five (5) working days after receiving the communication. A copy of his/her response shall be sent to the District Administrator.
- B. Step Two: District Administrator. If the appellant is not satisfied with the decision received at Step One, s/he shall present a written appeal to the District Administrator within five (5) working days of receiving the disposition at Step One. The District Administrator shall review the appeal and respond in writing within five (5) working days after receiving the appeal.
- C. Step Three: Transportation Committee. If the appellant is not satisfied with the decision derived from Step Two, s/he shall present his/her appeal in writing to the chairperson of the Board's Transportation Committee within five (5) working days of receiving the decision. The committee shall render its decision within fifteen (15) working days after the date the appeal was received by the chairperson.
- D. Step Four: Board of Education. If the appeal is not settled to the satisfaction of the appellant at Step Three, the appellant may appeal in writing to the Board of Education within fifteen (15) working days of receiving the decision rendered at Step Four. The Board shall review the appeal at its next regularly scheduled Board meeting (second Monday of the month), and the appellant shall receive the Board's decision in writing within ten (10) working days after the meeting. **The Board shall be the final authority in all transportation decisions.**

guidelines

OFFICE OF THE DISTRICT ADMINISTRATOR
KIEL AREA SCHOOL DISTRICT

OPERATIONS
8610/page 1 of 2

TRANSPORTATION ROUTE PLANNING CRITERIA

ROUTING GUIDELINES

- A. All students will be required to meet their school bus on the main traveled public roads on time. School buses shall not travel driveways to pick up or drop off students. Driveways are defined as roads leading from the main traveled public road to a family dwelling.
- B. In the event a dead-end road or highway has a traveled lineal distance in excess of one-half (1/2) mile, the Board of Education may direct that buses shall not travel such road or highway in those instances where, in the judgment of said Board, such travel would not be in the interest of the students or District for safety or scheduling reasons. Any turnaround areas so provided shall be constructed on land owned by the public or over which an easement has been granted for public roadway purposes having not less than the following minimum requirements:
 1. For circular turnaround areas, the turnaround area is to have a road base of not less than eight (8) inches in depth, said base to be composed of not less than three-fourths (¾) inch crushed aggregate, and to have a surface width of not less than sixteen (16) feet and a circular area of not less than 100 feet wide in diameter or a fifty (50) foot radius inside dimension.
 2. For a "T" type turnaround area, the turnaround area to have a road base of not less than eight (8) inches in depth, said base to be composed of not less than three-fourths (¾) inch crushed aggregate, and to have a surface width of not less than sixteen (16) feet and lineal distance of not less than seventy-five (75) feet on each side of the "T".

guidelines

**OFFICE OF THE DISTRICT ADMINISTRATOR
KIEL AREA SCHOOL DISTRICT**

OPERATIONS
8610/page 2 of 2

- C. A bus shall not travel on any State, county, town highway(s) or road having a traveled lineal distance of less than one-half (1/2) mile, including the turn-around, and a surface of less than sixteen (16) feet in width. The starting point of the one-half (1/2) mile will be at the last intersection of the road having traveled a lineal distance of one-half (1/2) mile. The Board may direct that buses not travel on dead-end roads or highways with a lineal distance in excess of one-half (1/2) mile, if such travel would not be in the interest of District students for safety or scheduling reasons.
- D. Whenever a road is impassable, buses will not travel said road.
- E. Children living in concentrated population areas will be required to assemble at a bus-loading point(s) unless a safety factor is involved. The bus will not pick up at individual homes in concentrated population areas.
- F. No changes in established bus routes or pick-up points will be made without notification and approval of the District Administrator or his/her designee.
- G. No student will be allowed to ride other than his/her assigned bus unless permission is granted by the building principal.
- H. All 4K students will be picked up and dropped off at their residence as long as an adult is present.
- I. If there is a designated bus stop for a 4K student, any other school-aged students may also be picked up and dropped off at this residence. If there is no designated bus stop for a 4K student, then all other students must go to an already designated bus stop for pick up and drop off.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Notice shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

policy

**BOARD OF EDUCATION
KIEL AREA SCHOOL DISTRICT**

PROPERTY
7440.01/page 2 of 3

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within ten (10) working days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

The District Administrator is directed to develop administrative guidelines to address the use of video surveillance/electronic monitoring equipment in school buildings, school buses and on property owned and/or operated by the Board.

policy

**BOARD OF EDUCATION
KIEL AREA SCHOOL DISTRICT**

PROPERTY
7440.01/page 3 of 3

Video surveillance is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

19.31 – 19.39, 118.125 Wis. Stats.
FERPA 20 U.S.C. 1232g
34 C.F.R. 99.1-99.67
Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521.

Adopted 10/8/09