

## Transportation Services

- Overload hard drives or cloud storage with unneeded documents or files
- Delete another student's or teacher's work
- Delete software or extensions that serves an educational purpose
- Destroy, vandalize or steal any computer hardware, software or accessories
- Download any text file or picture or engage in any conference or communication that includes material that is obscene, libelous, indecent, vulgar, profane or lewd
- Advertise any product or service not permitted by minors by law
- Plagiarize or cheat off others

If a student gains access to any service via the Internet, which has a cost involved, or if a student incurs other types of cost, the student accessing such a service will be responsible for those costs.

Students who violate the computer or internet standards are subject to the following consequences:

First violation	warning or loss of computer privileges up to 3 weeks
Second violation	loss of computer privileges up to 3 weeks
Third violation	loss of computer privileges up to 9 weeks
Fourth violation	loss of computer privileges for rest of school year

### Electronic Devices

Students are prohibited from displaying or using cell phones or other electronic devices during class time without permission from the teacher. Elementary students must leave their cell phones in their backpacks. Middle School and Junior High students must keep their phones/devices in their lockers during the school day. High School students may use cell phones in the classroom only under the teacher's direction.

The school is not responsible for the loss or subsequent misuse of cell phones or other electronic devices. All devices are strictly prohibited in restrooms, locker rooms, dressing rooms, or any area where a reasonable expectation of privacy exists. Any device that is determined not to be appropriate for an academic school setting may be confiscated. Parents may be required to visit the school to retrieve the device.

WCSD transports over 1400 students each day on approximately 16 buses and 10 small vehicles. The district routes school buses in the most efficient manner consistent with State law and School Board policies and guidelines regarding the establishment of safe school bus stops. The following information is provided to enable the school transportation department to serve your family with safe, efficient bus transportation. Should there be any concerns, contact the Transportation Supervisor at (515) 462-0028 or email [bmesser@winterset.k12.ia.us](mailto:bmesser@winterset.k12.ia.us). Specific transportation policies in their entirety can be accessed on the district website under Board of Education – Policies – 711.1 through 711.9.

### After School Routes

All buses depart the elementary school for in-town stops and evening routes at approximately 3:23. If your child is not riding the bus in the p.m., you must call the bus garage to notify of the schedule change.

### Bus Loading and Unloading Areas

Elementary - Second Avenue and South Street in the Elementary area are restricted from regular traffic, for the protection of the students who are walking. DO NOT ENTER signs are put out from 7:00 – 8:15 a.m. and from 2:30 – 3:30 p.m. Parents wishing to pick up students are not allowed in this area. Students should be picked up in the parking area in back and to the west of the school. Parents may not park in the drop off traffic routes for any reason.

Bus, school vehicles, and Hirta will drop-off and pick up at bike rack.

Middle School - Student drop off and pick up areas at the middle school are on the west side of the school.

Junior High/High School – The circle drive at the high school is off limits to all non-school vehicles from 7:15 a.m. – 3:15 p.m.

### Bus Stop Locations and Responsibilities

Drivers are responsible for transporting students safely. Times will vary based on rural students that may not ride regularly, other conditions that affect times are traffic, road conditions, weather.

Parents are responsible for their children until they board the bus in the AM and after they depart in the PM. The Transportation Supervisor will designate stops on an annual basis. Buses may not enter developments or cul-du-sacs that are difficult to maneuver a bus safely. Roads driven by buses must be standard width. Driveway turnarounds used for bus

turnarounds must be clear of vehicles at all times and have snow removed during the winter months.

Students are responsible for conducting themselves in an orderly and courteous manner on buses and at bus stops. Riding the bus is a privilege not a right.

### Consequences for Not Following Bus Rules

- 1<sup>st</sup> offense = verbal warning
- 2<sup>nd</sup> offense = off route/shuttle bus for 3 days
- 3<sup>rd</sup> offense = off route/shuttle bus for 5 days
- 4<sup>th</sup> offense = off route/shuttle bus for 10 days, and a recommendation to the School Board that the next offense be dismissal from buses for the remainder of the school year

\*\*In extreme cases, students may lose privileges immediately.

### Bus Stops

All requests for bus stop changes must be submitted to the Transportation Supervisor for review. The Supervisor will approve or deny. School bus drivers are not permitted to change stop locations without written approval from the Transportation Supervisor.

Students are permitted to have only one (1) AM bus stop and one (1) PM bus stop assignment subject to the exceptions discussed below which can be requested through the district's Transportation Supervisor on a case-by-case basis.

WCSD recognizes families in the district are faced with work, childcare and custody constraints, and will consider written requests for an individual stop alternative for these reasons. Requests will only be granted under the exceptions discussed above and will be subject to the following limitations:

No more than one alternative stop will be allowed per year.

The schedule must be the same set schedule every week (no variations from week to week). Custody arrangements must be supported by a written custody agreement (copy provided to the school the child attends).

There must be available capacity on the bus that the alternate request is being made.

The alternate stop must be on an existing route. We will not alter the existing bus route to accommodate the request. All requests for bus stop changes are made by calling the Transportation Supervisor and will be reviewed beginning in the third full week of school.

### Day Care Transportation

Commercial daycare businesses will provide transportation to and from school. Winterset Community School District will transport to or from a bus stop near the daycare facility under these conditions;

1. Stops must be at the same location every morning and the same location every afternoon. Irregular days or alternating days cannot be accommodated and will be the responsibility of the parents and/or daycare.

2. Winterset Buses will only transport to and from daycares within the Winterset Community School District boundary.

3. Transportation to/from daycares will be based on availability on predetermined routes. Overages will be the responsibility of the daycare to transport.

4. Daycare's responsibility to ensure each child is safely at bus stop each morning and is assisted to the daycare provider's location from the bus stop each afternoon.

5. The child must be at the stop at least five (5) minutes before the scheduled stop in the morning.

### Electronic Devices on the Bus

The school is not responsible for the loss or subsequent misuse of cell phones or other electronic devices while students are riding the bus. Any device that is determined not to be appropriate for an academic school setting may be confiscated. It will be the bus drivers discretion to confiscate the device from the student while riding the bus. Parents may be required to visit the school to retrieve the device. Bus privileges may also be suspended.

### Preschool Transportation

WCSD will transport AM attenders in the morning (before school) and PM attenders in the afternoon (after school). Parents are responsible for mid-day transportation.

### First Day of School

Elementary students should ride the bus the first day of school. This will allow the driver and student to become acquainted with each other and help the child become familiar with the bus procedures so they know what to do at dismissal.

### In-Town Bus Stops

Clip on bus ID cards are required for PreK-3 students who ride a bus from a designated stop in town. These cards will be handed out at the August open house and the first day of school. The bus ID should be placed on the child's backpack.

## Morning & Evening Shuttles

All students will be shuttled from building to building in the morning as follows:

- a. From the Elementary to Middle School and JH / High School– (13) bus shuttles 7:40am
- b. From the Middle School to the Elementary – (1) bus shuttle 7:40am
- c. From the High School to the Middle School and Elementary – (1) bus shuttle 7:40am

In the PM, 4<sup>th</sup> – 8<sup>th</sup> grade students can be shuttled to the elementary. Junior High school students who need to ride a shuttle bus to the elementary must have an ID pass in order to board the bus. High school students who live in the country will be shuttled to the elementary to catch their bus routes home. High school students who need to ride a shuttle bus to the elementary must have an ID pass in order to board the bus. Any high school student who lives in town will not be allowed to ride a shuttle bus to the elementary in the PM.

## Morning Pick Up

1. Students should be at their designated pick up spot **5 minutes prior to their scheduled pick up time.**
2. Please call the bus garage at [\(515\) 462-0028](tel:5154620028) if your child is not going to be riding the bus. Include your child's first and last name, and the bus number/icon, so the driver can be contacted.
3. The bus will not wait for riders who are not ready.
4. Students must wait for the drivers' thumbs up signal before they cross the road to board the bus.

## Permission to Ride a Bus

Bus passes are required when a student wishes to ride a bus other than their regular route bus, or to go home with a route rider. Bus passes should be obtained in the Principal's office by 9:30 am. No last minute requests will be honored.

*The district has developed specific board policies related to transportation. They can be viewed in their entirety on the district website.*

*School Bus Safety Instruction – Board Policy Code 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 utilize school district transportation.*

*Student Transportation for Extracurricular Activities – Board Policy Code 711.3 – 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. 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.

*Transportation in Inclement Weather – Board Policy Code 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. When weather conditions deteriorate during the day after school has begun, cancellation notices will be announced.*

*Transportation of Non School Groups – Board Policy Code 711.6 – Only in unusual circumstances will the Board make school district transportation vehicles available to local nonprofit entities which promote cultural, educational, civic, community, or recreational activities for transporting to and from non school-sponsored activities in the state.*

*Transportation of Nonresident and Nonpublic School Students – Board Policy Code 711.5 – The Board has sole discretion to determine the method to be utilized for transporting nonresident and nonpublic students. 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 received the funds from the state.*

## Seat Belt Usage

Per policy 711.10 the district shall utilize three-point lap-shoulder belts on district school buses as required by state law. All three-point lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any

non-stationary gear. It is the goal of the Winterset Community School District Transportation Department to provide the safest student transportation possible. The District requires that all students riding a school district bus equipped with seat belts wear seat belts while the bus is in motion. There are no waivers. All students will receive instruction on the proper use of seat belts during the twice annual bus safety drills. Drivers are not responsible (i.e. liable) for students wearing seat belts while riding. Drivers are responsible for instructing students to put on seat belts prior to the bus leaving a school. In order to ride Winterset Community School buses students must be capable of buckling themselves in the seat. If special circumstances require assistance, please contact the bus barn prior to transportation beginning. Drivers will announce prior to the bus leaving that each student needs to be in their seat with the seat belt fastened. Students refusing to use seat belts create a safety concern for themselves and others, and are subject to school district disciplinary actions. Repeated refusal to wear seat belts can result in suspension from bus riding privileges.

### **School Bus Video Camera Notice**

The school district provides annually the following notice to student and parents:

*The Winterset Community School District Board of Directors has authorized the use of video cameras and audio on school district buses. The video cameras and audio 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 videotapes and audio may be used in a student disciplinary proceeding. The content of the videotapes and audio are confidential student records and will be retained with other student records. Videotapes and audio 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 videotapes and audio of their child if the videotapes and audio are used in a disciplinary proceeding involving their child.*

*The following notice will also be placed on all school buses equipped with a video camera and audio:*

**This bus is equipped with a video/audio monitoring system.**

### **Student Records**

The content of the videotapes and audio 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 videotapes and audio. 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 videotape and audio recorded 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 videotape and audio becomes the subject of a student disciplinary proceeding, it will be treated like any other evidence in the proceeding.

### **Student Transportation**

*Student School Transportation Eligibility – Board Policy Code 711.1* - The policy, rules and regulations for the transportation of pupils to and from school will be in compliance with statutory provisions, State Department of Education regulations, and rules and regulations established and approved by the Board of Directors.

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. The following provisions are made by the District:

- Elementary students, kindergarten through third grade, living less than two miles from the designated school may be transported on a school bus by meeting it at an established town stop location.
- Students in grades four through eight living less than two miles, and high school students living less than three miles, from the designated school may be transported on a school bus by meeting it at an established town stop location if in the judgment of the physical operations staff, student disability status or traffic safety conditions merit such transportation. Student disability status is to be determined by appropriate district personnel and may include temporary disabilities. Traffic safety conditions are to be determined by physical operations personnel and may include, but are not limited to, consideration of the speed of traffic and proximity of traffic control devices.

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 individual education plan (IEP). 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 or one location (such as a daycare) to the location of the special education service and back to the same location as pick up.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, in 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. 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.

*Student School Transportation Eligibility – Board Policy Code 711.2* – 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.

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 Supervisor.

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 videotapes

are student records subject to school district confidentiality, Board policy and administrative regulations.

*Student Conduct on School Transportation Regulation – Board Policy Code 711.2R1* – 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. Students are only permitted to ride a route bus if their name appears on the route list. Any visitor may ride if they have a written note from the building principal of the school they attend.
2. All passengers are to be discharged from the bus at the same place they boarded, unless the principal or parent issues an authorization for change.
3. Each student will go directly to his or her seat upon entering the bus.
4. Loud or vulgar language will not be tolerated.
5. Students will be held liable for any damage they may do to any part of the bus.
6. No objects are to be thrown either in or out of the bus.
7. The aisle shall remain open at all times. A student should place their things in their lap or under their seat.
8. Hands, heads, books, or other objects are not to be extended through the open windows of the bus.
9. There is to be no pushing, scuffling, fighting, bullying, or harassing on the bus, at the bus stops, or at the loading and unloading areas.
10. Radios, CD, MP3 players, and cell phones are allowed on the bus, only if they are used with headsets and in the proper way.
11. Students are to remain seated while the bus is moving.
12. Students are not allowed to drink or eat on the bus.
13. Harassment/Bullying will not be allowed on the bus.

Items prohibited on the school bus:

- a. Animals of any kind
- b. Any sharp or pointed objects
- c. Balloons
- d. Glass objects
- e. Food or drinks
- f. Items that don't fit in the lap
- g. Skate boards or roller blades
- h. Weapons (knives, guns, etc.)
- i. Tobacco products

### **Videotapes and Audio**

The school district will review videotapes and audio when necessary as a result of an incident reported by a bus driver or

student. The videotapes and audio may be re-circulated for erasure after ten (10) days.

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

## Elementary Specific Information

### Miss Judy's Café

We have a café table for special occasions! If you plan to have lunch at school with your special student, you may reserve a time at the "Miss Judy's Café". Because of the popularity of the café, we request that you limit lunch with your child to no more than once every 2 weeks. Please note that visitors are **ONLY** allowed to eat with their student. Visitors may eat with students, other than their own, **ONLY** if that student's parents/guardian contact the office, prior to the lunch date, giving permission. When arriving for lunch, we ask that the parent wait in the office until their student comes to pick them up to walk down to the café. Be sure to check reservation availability with the office secretary.

### Attendance Guidelines

A student spending more than one-half of the morning or afternoon in the nurse's office will be marked absent from school for that half day.

Students arriving or leaving school between 10:15 a.m. and 12:45 p.m. will be marked absent for that half-day.

Students must be in attendance for at least one-half of the day (either a.m. or p.m.) in order to participate in a school-sponsored evening activity or event. This includes practices and rehearsals.

All truancy will be counted as an absence.

### Cell Phone and Electronic Devices

Cell phones/Electronic devices will be turned off and put away when students exit their transportation to come into the elementary school in the morning. The expectation is that the student cell phones/devices remain off and stored in a bag until the students exit the elementary school at the end of the day.

### Classroom Placement

When developing class lists for homerooms, we work to achieve a heterogeneous group for each section. We believe that such grouping is an advantage for all learners. We use

many criteria to achieve this balance; among the things we consider are scholastic ability, behavioral characteristics, learning styles, and student compatibility. In the interest of promoting open communication between home and school, we do provide the opportunity for parents to share any concerns about your child's placement. A form will be placed in the Electronic Backpack in early spring. **NOTE: REQUESTS FOR SPECIFIC TEACHERS ARE NOT ACCEPTED.**

### Conferences

Each student will have 1 conference time scheduled. Divorced families will have 1 conference time scheduled for both parents to attend. If there is a restraining order stating the parents cannot be together, a separate conference will be held for each parent.

### Deliveries to School

Elementary school **will not** accept any deliveries at school. Certain items (such as balloons, glass flower vases, etc.) may not be transported home on school busses. Parents are encouraged to avoid sending deliveries to school.

### Dismissal/Departure

It is presumed that all children are going home when school is dismissed unless school officials receive a note or phone call from the parent by 2:00 pm. When calling in the student's ID number must be stated. With the exception of those remaining for extra help, detention, or activities, students must leave the school building and grounds at the end of the school day. Students are not allowed to play on the Kindergarten playground until the buses have departed in the afternoon.

### Food, Gum, Pop and Candy at School

Chewing gum in the building is not allowed unless the teacher has given permission. Gum/candy given by a teacher must be consumed in that teacher's classroom.

No pop/soda will be allowed for students at any time. Students who bring pop/soda to school will be asked to dispose of it.

### Games/Toys/Collectible Cards

These items should not be brought to school unless specifically requested by a teacher.

### Illness and Recess

If you feel your child needs to stay inside during recess the day after an illness, a note from a parent/guardian is required. A doctor's note is required to stay inside for any longer than one day.

### Loading/Unloading Children