

**COLOGNE ACADEMY**  
**MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

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**707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

**I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**II. GENERAL STATEMENT OF POLICY**

A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare, and safety.

B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

**III. DEFINITIONS**

- A. “Student with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a

person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

### **III. ELIGIBILITY**

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students (reside within district 108) who reside two miles or more from the school or if they have to cross an unsafe area to get to school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

B. For pupils who reside outside the district in which the charter school is located, the charter school is not required to provide or pay for transportation between the pupil's residence and the border of the district in which the charter school is located. A ridership fee may apply for those seeking transportation. A parent may be reimbursed by the charter school for costs of transportation from the pupil's residence to the border of the district in which the charter school is located if the pupil is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week.

### **VI. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days.

## **V. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating thereto shall be within the sole discretion, control, and management of the school board and the transportation provider.

## **VI. RESTRICTIONS AND TRAINING**

All students in grades kindergarten through eighth grade shall receive bus safety training. Training shall be completed by all K-3 students by the third week of school and by all 4<sup>th</sup> – 8<sup>th</sup> grade students by the end of the sixth week of school. Later enrollees shall complete safety training within four weeks of enrollment. Any student who fails to demonstrate competency may be denied transportation unless failure is due to a disability. Upon completion of training the students shall be able to demonstrate knowledge and understanding of the following:

1. Transportation by school bus is a privilege, not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossing;
7. School bus evacuation and other emergency procedures.

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy and subject to the provisions of Federal and State statutes.

The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.

## **VII. FEES**

A. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay.

## **VIII. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

A. Riding the school bus is a privilege, not a right. The school's general student behavior rules are in effect for all students on school buses.

B. Consequences for school bus/bus stop misconduct will be imposed by the school. In addition, all school bus/bus stop misconduct will be reported to the school's administration team. Serious misconduct may be reported to local law enforcement.

A. School Bus and Bus Stop Rules.

The school bus safety rules are to be posted on every bus:

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the buses only at specifically designated stops.
3. Students will remain at a safe distance from the bus when buses are arriving or departing from their stops.
4. Pick-up times are established, and students will be waiting 5 minutes before pick up time at designated stops.
5. Students will go directly to their seats. Students will stay seated when the bus is moving.
6. Backpacks, musical instruments, and other large items must be handled by students in such a way as to not come into contact with other students or obstruct the aisles.
7. For safety and cleanliness, gum, food, and drink are prohibited.
8. Only authorized students may ride the buses. Drivers will assign seats to all elementary students and may assign seats to middle school students when necessary. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
9. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.
10. Students will not engage in noisy or boisterous conduct which might distract the driver.
11. Students will not use profane or indecent language.

If these rules are broken, the school's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to an appropriate school official.

B. Rules at the Bus Stop

1. The school bus driver will generally not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.

7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco or drugs.

C. Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

D. Consequences

1. Consequences for school bus/bus stop misconduct will apply to all routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips) will be in the sole discretion of the school. Parents or guardians will be notified of any suspension of bus privileges. The school's disciplinary code will be consulted for all decisions regarding consequences. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.
2. 1<sup>st</sup> offense – warning  
2<sup>nd</sup> offense – Up to 5 day loss of riding privilege  
3<sup>rd</sup> offense – Loss of riding privilege for remainder of the year
3. Records of school bus/bus stop misconduct will be forwarded to the school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school personnel and local law enforcement officials will be informed.

## **IX. PARENT AND GUARDIAN INVOLVEMENT**

### **A. Parent and Guardian Notification**

Parents and guardians are asked to review appropriate bus behaviors with their children.

### **B. Parents/Guardians Responsibilities for Transportation Safety**

Parents/Guardians are responsible to:

1. Become familiar with school rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to CTS and/or school administrators;
4. Monitor bus stops;
5. Have their children to the bus stop five minutes before the bus arrives, properly dressed for the weather; and
6. Have a plan in case the bus is late.

## **X. SCHOOL EMERGENCY PROCEDURES**

A. If possible, school bus drivers or their supervisors shall call 911 or the local emergency phone number in the event of a serious emergency.

B. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition.

The information shall state:

1. the pupil's name and address;
2. the nature of the pupil's disabilities;
3. emergency health care information; and
4. the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.