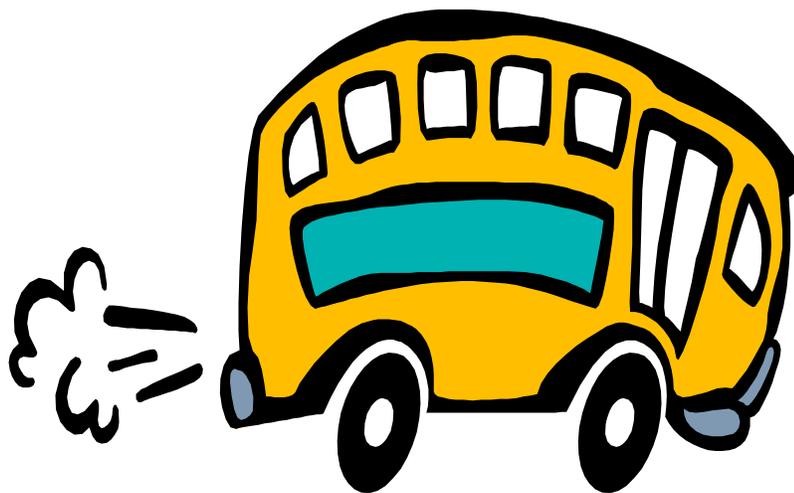


**MENASHA JOINT SCHOOL
DISTRICT**

**STUDENT
TRANSPORTATION
HANDBOOK**



IMPORTANT NOTICE TO PARENTS OR GUARDIANS

Parent/Guardian(s) is required to read and review this Student Transportation Handbook along with their student(s).

MENASHA JOINT SCHOOL DISTRICT STUDENT TRANSPORTATION SERVICES AND POLICIES

Menasha Joint School District will comply with all state regulations concerning transportation of regular education students and students with disabilities. All transportation arrangements will be made by the Director of Business Services and/or Director of Special Services with approved carriers.

This handbook shall be available to all students, parents, teachers, school bus drivers, and school administrators to be used as a quick reference guide on transportation rules and guidelines. More specific information is found in the Board of Education Policy.

ELIGIBILITY FOR TRANSPORTATION SERVICES

The Menasha Joint School District provides transportation for:

1. students who reside more than two (2) miles from the school they are required to attend in their home attendance area;
2. students who are placed in a special education program outside of their home attendance area, also for students who attend a special education program in their home attendance area if the IEP team deems transportation necessary for the safety of the child;
3. students who participate in the four year old kindergarten program; and
4. students whose paths to their schools are found to be unusually hazardous. The district will follow Wisconsin Statue 121.54(9) each time it receives a request for transportation in hazardous areas.

SCHOOL CLOSING AND CANCELLATIONS

Announcements for closing of schools will be made via local radio/television stations between 6:00AM and 7:00AM or during the day if a storm develops after the students arrive at school. School closings are determined by the Superintendent of Schools.

TRANSPORTATION GUIDELINES AND PROCEDURES

The following information pertains to transportation practices in the School District. This information is intended to provide each eligible student with safe, efficient transportation to and from school.

STUDENT TRANSPORTATION PROCEDURES

Bus schedules will be established which will cause pupils to be picked up at a set time and arrive at school before the start of the school day, but generally no earlier than twenty (20) minutes before the start of classes. At the close of the school day, buses will be scheduled so as to arrive at the school no later than thirty (30) minutes after the close of the normally scheduled classes.

1. The bus route number, pick up time and approved bus stop location will be provided to you in your transportation information packet or by telephone contact.
2. Students must be out at the bus stop location a minimum of five (5) minutes prior to the scheduled pick up time. The bus will not wait or return for students.
3. **Only students who are assigned on the route will be allowed to ride.** Space and liability issues do not allow for additional or unauthorized riders.
4. Students will be picked up and dropped off only at designated stops along the route that are approved by the school district. **It is the parents' responsibility to instruct their child where to get on and off and how to get to and from the bus stop locations.** It is strongly suggested that a parent or a neighbor wait at the bus stop location to supervise younger students.
5. Unless specifically authorized, bus routes will not enter private driveways, cul-de-sacs, dead end roads and areas that would create an unsafe situation or require the bus to back-up. House address stops will be considered for Students with Disabilities (SWD) students and students participating in the central transport system where it is deemed necessary by the school district.
6. A Student Transportation Plan must be on file with the transportation provider and the school district for SWD and 4 year old kindergarten students.
7. Unless indicated on the transportation plan, a responsible person must be present to receive a **special education program student** or **4 year old kindergarten student**. In the event that no one is there when the bus arrives, the child will remain on the bus until the end of the route. Attempts to contact emergency caregivers will be made by transportation provider and school district personnel. Drivers will attempt to drop the child off again at the end of the route. If there is still no one at the stop to receive the child, the transportation provider will bring the child to the local police and/or contact the appropriate county social services department. Parents will be responsible to pick up their child.
8. Requests for a child to ride a route bus to get on or off at a bus stop near a daycare or baby-sitter must be in writing along with a signed waiver approved by the Transportation Director of the Menasha Joint School District. The district will consider requests only if the route bus can accommodate additional riders and if the ridership will be on a consistent basis. Route buses will not make additional bus stops along the route to accommodate a baby-sitter or daycare center. **Requests must be made 72 hours before a change can be put in effect.** Menasha Joint School District reserves the right to cancel or revoke the request at any time during the school year.

STUDENT RIDERSHIP EXPECTATIONS

The following section deals with student behavior expectations while on the bus. The Menasha Joint School District views transportation as part of the school day. Therefore, behavior expectations of the students riding the school bus shall be no less than what is required in the classroom. From a safety standpoint, the fact that students are on a moving vehicle requires rules that are even stricter than those for the classroom. Each bus driver carries the responsibility of ensuring transportation for students and is authorized to enforce all established ridership rules. The Menasha Joint School District reserves the right to modify the following rules, expectations and consequences at any time. In addition, the District may authorize the use video cameras on school buses to assist with discipline issues.

The following includes the most but not all of the basic Student Ridership Expectations.

1. Students may ride only on assigned routes and vehicles.
2. Students should respect private property while waiting at the bus stop and wait only in designated locations. Students should not move toward the bus until it has stopped and the driver has motioned the students to board. Students should always cross the street in front of the bus.
3. Student should avoid crowding or pushing when getting on or off the bus. The use of the emergency door is restricted for emergency evacuations only.
4. Students should take a seat as soon as they board the bus and remain seated at all times until the bus has stopped completely at the destination or bus stop. Students must share seats with other riders. Students may be required to sit three (3) to a seat and/or sit in assigned seats.
5. Students should keep arms, legs, head and other objects inside the bus and out of the aisle. Each student must keep arms, hands and legs to themselves while riding the bus.
6. Students should use quiet and normal voices in conversations with fellow riders. Yelling, screaming or profane language is not acceptable and will not be tolerated.
7. For safety reasons, students are not allowed to carry onto the bus any live reptiles, animals, insects, firearms, explosives, flammable materials, slingshots, rubber band guns, water pistols, knives or other sharp objects or oversized items that would block an aisle, cause loss of passenger seat space, obstruct the drivers' view or create a safety hazard. If students need to bring such items to school, it shall be the parent's or guardian's responsibility to transport.
8. When getting off the bus, the student should immediately move away from the side and never toward the rear of the bus. If a student must cross the street, they must wait for the driver's signal and cross in front of the bus. If a student needs to cross the street in a different area, they must wait on the sidewalk until the bus leaves the area and cross at the nearest crosswalk.
9. Students must show respect for all bus drivers, paraprofessionals assisting students and fellow students riding on the bus.
10. Bus drivers shall be responsible for the orderly conduct of all passengers and will report any behavior problems.
11. Students may not eat, drink or chew gum on the bus.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Generally, major type or repetitive rule violations will result in suspension of bus riding privileges. The following is the standard format used when dealing with rule violations. However, these are the minimum consequences and may be altered based on circumstances surrounding the incident.

Violations or acts of conduct that are severe in nature may result in immediate suspension of bus riding privileges and a conference with school officials may be held prior to resuming transportation services.

Parents will be notified by the school or transportation provider before any suspension goes into effect. Suspension days are school days not calendar days.

**** REMEMBER, RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT! ****

MAJOR VIOLATION CONSEQUENCES

1ST VIOLATION - The incident will be documented by the driver with copies sent to the parents, school and transportation provider. Up to a permanent suspension from the bus may be invoked. Law enforcement officials may issue lawful penalties. The school may impose additional consequences.

MINOR VIOLATION CONSEQUENCES

1ST VIOLATION - The incident will be documented by the driver with copies sent to the parents, school and transportation provider. The school principal will give a verbal warning to the student and may impose additional consequences.

2ND VIOLATION - The incident will be documented by the driver with copies sent to the parents, school and transportation provider. A minimum three (3) day suspension from the bus will be imposed. The school may impose additional consequences.

3RD VIOLATION - The incident will be documented by the driver with copies sent to the parents, school and transportation provider. A minimum five (5) day suspension from the bus will be imposed. The school may impose additional consequences.

4TH VIOLATION - The incident will be documented by the driver with copies sent to the parents, school and transportation provider. The student will be suspended from the bus for the remainder of the school year. The school may impose additional consequences.

EXAMPLES OF MAJOR RULE VIOLATIONS

1. Smoking, chewing or possessing tobacco or related products.
2. Possessing prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and /or alcoholic beverages.
3. Vandalizing or damaging bus property (restitution will be required from the offender).
4. Tampering with bus emergency equipment.
5. Possessing a firearm, knife, explosive, flammable material or other object that may be considered dangerous or used as a weapon.
6. Interfering with the safe operation and travel of the bus and/or other motor vehicle.
7. Physically assaulting or verbally threatening the well-being of another person.
8. Refusing to follow safety rules or the driver's instructions.
9. Any act that seriously jeopardizes the safety of the student, passengers or the bus driver.

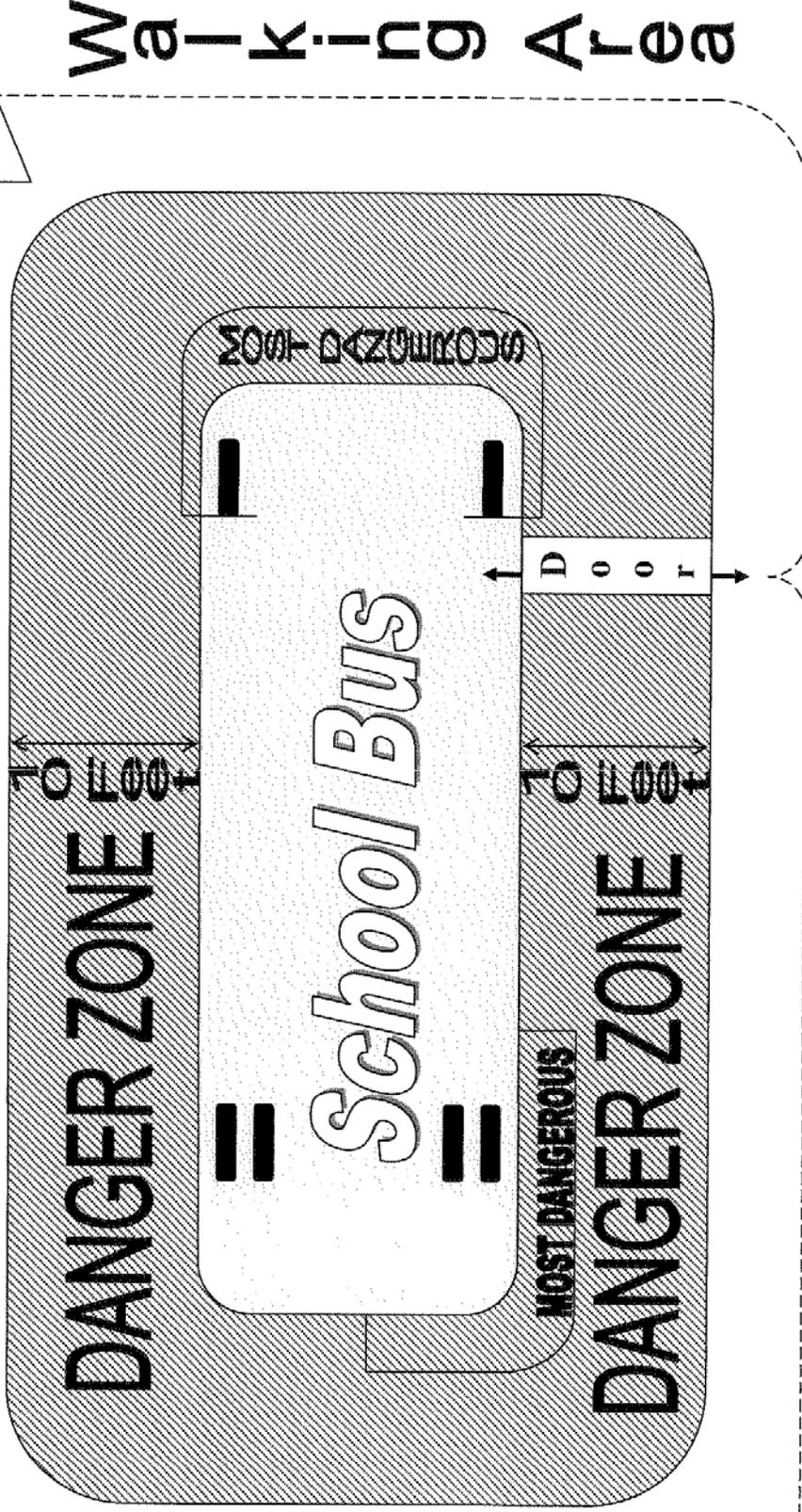
EXAMPLES OF MINOR RULE VIOLATIONS:

1. Yelling, screaming, whistling, singing or talking loudly.
2. Using profane or unacceptable language.
3. Failure to remain seated or to sit in an assigned seat if required by the driver.
4. Not keeping hands, arms and legs to oneself or out of the aisle.
5. Blocking the aisle with backpacks, musical instruments, etc.
6. Eating, drinking or chewing gum on the bus.
7. Littering or spitting on the bus.
8. Showing disrespect toward the driver or another person.
9. Riding on another route without approval or a bus pass from the school office.
10. Throwing items in or out of the bus.

THE SCHOOL BUS

DANGER ZONE

Danger From Passing Cars



Walking Area

Walking Area