

St. Helens School District
2019-20
Student Transportation Handbook



GROWING THE FUTURE

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2019-2020
Student Transportation Handbook

Student Transportation Services

Services are provided for students between home and school, to curricular and extracurricular activities sponsored by the district, between St. Helens School District buildings, and to school-sponsored field trips that are extensions of classroom learning experiences.

These services are provided during the regular school year as determined by the Board.

Eligibility for Services

Elementary students (grades K-5) who live one mile or more from their resident school are eligible for busing. Middle and secondary students (grades 6-8 and 9-12) who live one and one-half miles or more from their respective school are eligible. Exceptions for health, safety, or disability are granted in accordance with state and federal laws, Oregon Department of Education Pupil Transportation regulations, District policy, procedure, or a District-approved supplementary plan.

Resident students who have received approval to attend an out-of-District school approved through an inter-district transfer agreement or an out-of-attendance area school approved through an inter-district transfer agreement are not eligible for busing.

Driver Responsibility and Authority

Every minute a bus is in operation, the safety and welfare of every student depends on the driver's skill, knowledge, judgment, and decisions. In order to insure safe passage, it is vital that the bus driver focus on his/her job. It is the responsibility of the driver to enforce the State and District rules to insure a safe environment for students.

Adverse Weather Conditions

If bad weather causes dangerous road conditions, bus routes may be changed or canceled. St. Helens School District personnel will make every reasonable attempt to determine closure or route changes by 6:30 A.M. Changes, cancellations of routes, or complete closure of all schools in the District are announced through the District's contracted automated calling system, the District website and FlashAlert.

If weather conditions require early dismissal, the early release notifications are communicated through the District's contracted automated calling system, the district website and FlashAlert. Students are sent home as indicated on the Emergency School Closure form on file at your student's school. Update this form immediately when your student's emergency school closure plans change. School bus snow route, school closure, and FlashAlert subscription information is available on the St. Helens School District website at www.sthelens.k12.or.us.

The media receive school change information through FlashAlert and update their information accordingly. St. Helens School District and Durham School Services do not control media publication of weather-related school change information. Therefore, contact media stations directly with any concerns about publication of weather-related school change information. School bus snow route, school closure, and FlashAlert subscription information is available on the St. Helens School District website at www.sthelens.k12.or.us.

Please keep the following items in mind when adverse weather conditions occur:

- A. Any morning route that is reduced will also be reduced in the after school run.
- B. On early dismissal, it is the duty and responsibility of the driver to determine if the entire route can be completed safely. If the driver determines it is necessary to stop and turn around before completing the entire route, the bus will return to the bus garage. No student will ever be allowed to leave the bus and walk home. If a bus does return to the bus garage with students aboard, all schools that those students attend will be notified so every attempt can be made to contact parents. The St. Helens School District Administration Office shall be immediately notified.

Authorized Passengers

Only students attending school in the District are allowed on the school bus without specific prior authorization. Only St. Helens School District administrative staff or Durham School Services Management can give this authorization. Large groups and parties must contact Durham School Services prior to transporting to assure adequate seating on the bus.

Students may not bring skateboards, large or glass items on a bus.

Band instruments must remain in their instrument case when on a bus. They must be held by the student and not take up seat room from another student. (This also applies with large backpacks, book bags etc.)

Students, Kindergarten – 8th grade must have a permission slip signed by their school office in order to ride a different bus home. (i.e., going to friend's house or sitter). The permission slip must contain name of student and address where the student is to go.

Daycare providers must check with Durham School Services to make sure there is room on a bus for "extra" students. Some buses have reached maximum or are close to reaching maximum capacity and cannot accommodate more than a few additional students.

Parties/After School Activities

We often have students who wish to go home with another student for a party or after school activity. Do not assume there is room for them on the bus. Check with Durham School Services and obtain permission for extra students to ride a bus.

Vandalism

Students and their parents or guardians are responsible for any actions involving vandalism. The Transportation Director will determine the appropriate payment or restitution for any vandalism. Students who vandalize property receive citations.

Video Cameras on Transportation Vehicles

As part of the District's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding buses, school transportation vehicles have cameras on buses transporting students to and from school and extracurricular activities. Maintenance of video records and requests to view records will be in accordance with Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, and St. Helens School District's policy EEACCA and administrative rule EEACCA-AR.

Rules and Regulations

In addition to other expectations outlined in the St. Helens School District's Family Handbook, all students riding buses are subject to the following rules and regulations. The student who refuses to promptly obey the directions of the driver, or refuses to obey regulations, may receive

a bus citation, forfeit his/her privilege to ride on the bus, and/or may receive consequential actions from the Range of Consequences, as described in the Student & Family Handbook.

1. The student is under authority of the bus driver when being transported.
2. The student is prohibited from fighting, wrestling, or what is defined as other boisterous activities.
3. The student shall use the emergency door only in case of emergency.
4. The student shall be on time for the bus both morning and evening.
5. The student shall not bring glass, firearms, weapons, laser pointers, inflated latex products/balloons or other potentially hazardous material on the bus.
6. The student shall not bring animals, except approved service animals, on the bus.
7. The student shall remain seated while the bus is in motion.
8. The student may be assigned a seat by the bus driver.
9. When necessary to cross the road, the student shall cross in front of the bus or as instructed by the bus driver.
10. The student shall not extend his/her hands, arms, or head through bus windows.
11. The student shall have written permission to leave the bus at a point other than at home or school.
12. The student shall converse in what is defined as normal tones; loud or vulgar language is prohibited.
13. The student shall not open or close windows without permission of the driver.
14. The student shall not throw items out of open bus windows.
15. The student shall keep the bus clean and must refrain from damaging the bus.
16. The student shall be courteous to the driver, to other students, and to passersby.
17. The student shall refrain from eating or drinking on the bus unless specific permission is granted by the driver.

***** Coaches, teachers and chaperones (1) must have a copy of the bus regulations and know them before going on a trip and (2) must position themselves on the bus to control discipline at all times.***

Citation System for Violation of Rules

Students who violate rules are issued bus citations. Copies of a citation go to the driver, building principal, and Durham School Services. Upon request, the District provides interpretation to those students/parents whose primary language is not English.

If the citation is issued to a student on the way to school in the morning, the building principal and his/her representative must sign the citation allowing the student to be transported home in the evening.

RESPONSE TO STUDENT CONDUCT OFFENSES:

The District's transportation provider, in conjunction with school or program leadership shall follow the St. Helen School District's Family Handbook guidelines related to offenses to student conduct based on the following:

BUS MISCONDUCT - CODE 5				
	Lv 1	Lv 2	Lv 3	Lv 4
Minor Disruptions (eating, noise, etc.)	X	X		
Serious Disruptions (attacking students)		X	X	X

Please refer to the family handbook for more information pertaining to the levels of support provided to students.

Not following the posted instructions governing riding school buses may forfeit the student's privilege to District provided bus transportation and may result in the stated consequential actions.

In all instances, the appeal process may be used if the student and/or parent/guardian desires.

*All citations must be signed by the parent/guardian, the transportation supervisor, the bus driver and the principal before the student may ride the bus again.

Appeal Procedure

The following steps are available to students or parents who wish to appeal disciplinary actions.

STEP I - The student or his/her representative will discuss the issue with the transportation supervisor.

STEP II - If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal and transportation supervisor. This is to be done within ten (10) school days of the act or condition which is the basis of the complaint. The principal will, within three (3) school days, arrange a student, parent/guardian, transportation supervisor, principal conference with the goal of resolving the issue.

STEP III - Within five (5) school days, the principal is to communicate, in writing, the decision to the student and the student's parents/guardians.

STEP IV: If, after five (5) school days from receipt of the principal's reply, the issue still remains unresolved; the student may submit the matter in writing to the superintendent or designee. The superintendent or designee will meet with the student within three (3) school days and will respond to the issue, in writing, within five (5) school days after the appeal.

STEP V: If the issue is still unresolved; the student may appeal to the Board. The Board will notify persons involved of a hearing to be held within fourteen (14) days of the receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three (3) school days following the hearing.

Expulsion

A severe violation which results in a recommendation for expulsion from the bus will be conducted in accordance with St. Helens School District Board policy JGE: EXPULSION.

A principal, after reviewing available information, may recommend to the superintendent that a student be expelled from the bus.

No student may be expelled without a hearing unless the student's parents or guardians, or the student, if 18 years of age, waive the right to a hearing, either in writing or by their failure to appear at a scheduled hearing. By waiving the right to a hearing, the student and parent or guardian agrees to abide by the lawful findings of a hearing or review officer.

When an expulsion hearing is not waived, the following procedure is required:

Notice will be given to the student and the parent or guardian by personal service or by certified mail at least 5 days prior to the scheduled hearing. Notice will include: (1) the specific charge or charges, (2) the conduct constituting the alleged violation, including the nature of the evidence of the violation; (3) a recommendation for expulsion; (4) the student's right to a hearing; (5) when and where the hearing will take place; and (6) the right to representation.

The superintendent or designee will act as hearing officer and will conduct the hearing. The hearing officer will not be associated with the initial actions of the administrators.

In case either parent or the student have difficulty understanding the English language or have other serious communication disabilities, the hearing officer will provide a translator, if possible.

The student is allowed to have a representative present at the hearing to advise and present arguments. The representative may be an attorney, parent or guardian. The District's attorney may be present.

The student is afforded the right to present his/her version as to the charges and to introduce evidence by testimony, writings or other exhibits.

The student is allowed to be present and hear the evidence presented by the District.

The hearing officer will determine the facts of each case on the evidence presented at the hearing. Evidence may include the relevant past history and records of the student. Findings of fact as to whether the student has committed the alleged conduct will be submitted to the Superintendent if a designee acts as the hearing officer or Board if the Superintendent acts as the hearing officer, along with the officer's decision on disciplinary action, if any, including the duration of any expulsion. This decision is made available in identical form and at the same time to the Superintendent or Board and to the student and the student's parents or guardians.

The hearing officer or the student may make a recording of the hearing.

The hearing officer's decision is final. However, the decision may be appealed to the Superintendent or Board. If the decision of the hearing officer is appealed to the Board, the

Board at its next regular meeting will review the decision of the hearing officer and will affirm, modify or reverse the decision. Parents or guardians of students who appeal the decision of the hearing officer will have the opportunity to be heard at the time the Board reviews the decision.

Expulsion hearings will be conducted in private and Board review of the hearing officer's decision will be conducted in executive session unless the student or the student's parent or guardian request a public hearing. If an executive session is held by the Board or a private hearing by the hearings officer, the following will not be made public:

- The name of the minor student.
- The issues involved.
- The discussion.
- The vote of board members, which may be taken in executive session.

Student Responsibility for Education

Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements is confined to district-approved transportation services.

Students who have lost district-approved transportation services through a disciplinary action are expected to continue with the District's attendance and educational requirements.

Bus Stops and General Procedures

Bus stops are established at specified locations determined by Durham School Services. All students shall ride their assigned bus and board and disembark at their assigned bus stop.

- A. Parents must make a written request to Durham's transportation supervisor for any variation of the above procedure.
- B. Parents may appeal Durham's decision by making a written request to the District's Transportation Director. Parents will assume any added responsibility of the child when requests or appeals are granted.
- C. Students may not be released to anyone (including parents) once THE BUS HAS LEFT THE SCHOOL PROPERTY without written approval of a designated school official.
- D. Students may be released from the bus while it is on school property through verbal permission of a designated school official.
- E. Entering buses at bus stops:
 1. Be at the assigned bus stop five minutes before the scheduled arrival time for the bus.
 2. When waiting for the bus, stay off the main surface of the roadway. Give the bus driver room to stop.
 3. Line up in an orderly fashion and wait for the bus to come to a complete stop before boarding. Do not crowd or push.
 4. If crossing the street or roadway is necessary, follow this procedure.
 - a. Wait well back from the road or street surface (at least 3 feet) until the bus comes to a complete stop.
 - b. Be sure the red lights at the top of the bus are flashing. Watch for a full arm wave signal from the driver indicating it is "okay" to cross. A toot of the horn means danger. STOP. ALWAYS LOOK BOTH WAYS BEFORE CROSSING.
- F. Seating Procedure:
 1. Go immediately to a seat without crowding, shoving or disturbing others.
 2. Share seats with others. Bus capacity is computed assuming three students per seat.
 3. Sit at all times when the bus is moving.

4. Sit seat to bus seat, back to back of bus seat.
 5. Remain seated until the bus comes to a complete stop and the driver opens the door.
 6. The bus driver has the right to assign seats.
- G. Exiting Procedure:
1. Front seats unload first. Other students remain seated until those in front are dismissed. Keep hands, feet and other objects clear of aisle.
 2. Move to the aisle and walk quietly to the bus door.
 3. Upon exiting the bus, walk in an orderly manner to the school building entrance or the home.
 4. If crossing the street or roadway is necessary, follow this procedure:
 - a. Walk ten feet in front of the bus.
 - b. Be sure the red lights at the top of the bus are flashing. Watch for a full arm wave signal from the driver indicating it is "okay" to cross. A toot of the horn means danger. STOP. ALWAYS LOOK BOTH WAYS BEFORE CROSSING.
 5. The rear bus door is prohibited EXCEPT for emergencies.

Emergency Procedures

Despite all maintenance and safety procedures, emergencies arise. These may include mechanical breakdowns, vehicle accidents or severe weather conditions.

Whenever possible during emergencies, students shall remain on the bus until help arrives. If evacuation is necessary, the driver shall order emergency evacuation procedures.

Buses are not left unattended while students are aboard. As a last resort in an emergency, two older responsible students will be sent to the nearest telephone to call the transportation administrator for assistance.

Any time a bus is running late due to breakdown or emergency, the schools affected and the St. Helens School District's administration office are notified as soon as possible.

Illnesses and Injuries

Students who become ill while riding on a bus will be taken to the nearest school for assistance. Normally they will be taken to "their" school; however, depending on the circumstance, they may be taken to the nearest school or St. Helens School District's administration office. Durham School Services or District personnel will call parent to come to the location to pick up their child.

Missing Items

Remember to check with Durham School Services at 503-397-9072 if you think your child might have left something on the bus.

Questions

If you have questions or wish to discuss anything concerning bus transportation services, call Durham School Services at 503-397-9072 and ask to speak to the Transportation Supervisor, or leave a message after hours for a call back the next day.

If you have further questions or concerns after contacting Durham School Services, contact the St. Helens School District administration office at 503-397-3085.

HANDBOOK RECEIVED

2019-2020

Dear Parent / Guardian,

Please complete the following steps:

1. List your student's name, phone, and school.
2. Describe any medical concerns that we should be aware of (such as bee allergies, asthma etc.) under Medical Issues.
3. Complete emergency contact information.
4. Sign this form showing that you have received the 2019-2020 student transportation handbook.
5. Tear along the dotted line and return the completed and signed form to your driver.

All information is kept in confidence within the Durham School Services office. Only office staff and the student's bus driver will have this knowledge for use in case of emergency.

NAME	PHONE	SCHOOL	MEDICAL ISSUES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMERGENCY CONTACT NUMBER: _____

EMERGENCY CONTACT PERSON: _____

PARENT /GUARDIAN SIGNATURE _____

NOTES:



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