

ROYAL VALLEY

PARENT - STUDENT TRANSPORTATION HANDBOOK



**Student Riders Are Very Special
2022-2023**

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ROYAL VALLEY

PARENT-STUDENT TRANSPORTATION HANDBOOK

INTRODUCTION

The purpose of this booklet is to provide parents and students with the Rules and Regulations of the State of Kansas and USD #337 Policies and Procedures concerning student transportation. Our goal and obligation is to provide **safe** student transportation. Please read this booklet carefully and discuss it with your children. Keep it handy for future reference. The direct help of parents in promoting obedience to school bus rules greatly assists the drivers in maintaining proper discipline.

Our drivers meet all state and district certification requirements. These include: (1) maintaining a current CDL B driver license, (2) passing a biennial physical examination, (3) completing a First Aid/CPR Course and a Defensive Driving Course, (4) passing the district's driver training program which includes behind-the-wheel training prior to transporting students. In addition, a periodic check is made of each driver's driving record and drivers are subject to federally mandated drug and alcohol testing.

Our drivers also receive ongoing training in accident prevention and safety. We work continuously to maintain proper student discipline on the bus. Our district has a good safety record; please, for everyone's sake, do your part to help us keep it that way. With the students' cooperation and your support, we believe the Royal Valley District can maintain a safe and efficient transportation program.

Royal Valley school bus service is owned by the district and operated and maintained by district personnel. All route buses are equipped with two-way radios. Each bus must pass a Kansas State Highway Patrol safety inspection. In addition, the district has a preventative maintenance program to keep the buses in excellent condition.

Our basic philosophy is based on three areas: SAFETY, efficiency, and service, in that order. We provide a group service unlike taxi service, which serves individuals. We strive to provide adequate service at a reasonable cost to our patrons. We cannot stop at every house, wait for students, or adjust our pick up schedule to meet the schedule of individual families.

SAFETY CONCERNS AND PROCEDURES

The following safety concerns and procedures apply anytime the student is riding a school bus (regular routes, activity or field trips). In addition, on activity or field trips, students shall follow directions of a teacher or a chaperone appointed by the school.

By state law, the driver is in charge of all passengers while they are riding, loading on or unloading from the bus.

Any act, which may endanger the safety of others, may be cause for temporary or permanent suspension of bus riding privileges.

ANTI-BULLYING POLICY

Bullying on USD #337 property, in a USD #337 vehicle or at any USD #337- sponsored activity or event is prohibited. As used in the district policy, the following definitions apply.

- 1) "Bullying" means: (a) Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have an effect of:
 - a. Harming a student or staff member, whether physically or mentally;
 - b. Damaging a student's or staff member's property;
 - c. Placing a student or staff member in reasonable fear of harm to the student or staff members; or
 - d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;or
- 2) "School vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

Please refer to the Royal Valley Elementary School, Royal Valley Middle School and Royal Valley High School Parent/Student handbooks for details on these policies for each building

LOADING PROCEDURE

1. Students must be on time! Be outside at the stop. In extreme weather, students may wait inside, but must be on the way to the bus as it approaches. The bus cannot wait beyond its regular schedule for those who are tardy. If the student rider is not visible to the driver, the bus will leave.
2. Bus riders shall conduct themselves in a safe manner while walking to the bus stop, waiting for the bus, and boarding the bus. Walk on the far left-hand side of the road facing traffic when going to the bus stop. Never stand in the roadway. Stand single file in an orderly manner while waiting for the bus. If crossing the road to board the bus, do so only after directed by the bus driver and after looking both ways before entering or crossing the road. Wait until the bus comes to a complete stop and the red safety lights are flashing before attempting to cross the road. The bus will stop at least six feet away from the closest student.
3. All student riders in a family should be at the loading site together when boarding the bus.

LEAVING THE BUS PROCEDURE

1. Never cross behind the bus. When crossing the road after deboarding, walk along the side of the road in front of the bus until the driver's face is seen. Wait until the bus driver signals to cross. Then, walk checking traffic in both directions before crossing the other lane of traffic.
2. Remain off the roadway until the bus pulls away. If child checks the mailbox, wait in the drive until the bus pulls away before checking the box.
3. Never return to the bus for any reason after deboarding.

It is recommended that students have a book bag or sport bag in which to carry all papers, books, shoes and etc.- all loose items. This is especially important for younger riders who might forget the danger of chasing a paper or other dropped item under the bus.

Preschoolers who wait for brothers or sisters should stay well away from the road and never go near the bus at any time.

BUS RULES FOR RIDERS

1. **Follow the bus driver's instructions promptly.**
 - A. If animals, snakes, birds or large items are to be used for a school
This permission should be attained at least a day before you plan to bring the items on the bus.
 - B. Portable music players will be allowed on the bus at the driver's discretion when used with headphones.
 - C. Possession of water dispensing devices, such as water pistols, squirt bottles and water-filled balloons shall not be permitted on the bus.
 - D. The bus driver may assign seats.
2. **Remain seated.**
 - A. Sit in seats as assigned by the driver.
 - B. Take seats quietly and quickly.
 - C. Do not extend arms, hands, heads, or objects out through bus windows at anytime.
 - D. Never walk or stand in aisle while bus is in motion. When unloading from the bus, do not leave your seat until the bus has stopped.
3. **Face forward with aisle clear.**
 - A. Remain seated facing forward with feet out of the aisle while the bus is loading, unloading, and while the bus is in motion.
4. **Speak in quiet tone of voice.**
 - A. Good conduct shall be observed on district buses at all times. Ordinary conversation in a quiet tone will be permitted but noise, profanity, crowding, pushing, or fighting will not be tolerated.
5. **Keep hands, feet and objects to oneself.**
 - A. Be courteous to the driver and to fellow passengers. Rude remarks will not be allowed.
 - B. Passengers are not in any way to distract the driver while the bus is in operation.
 - C. Do not destroy property.
 - D. Violence is prohibited.
6. **No eating or drinking on the bus.**
 - A. Eating or drinking will not be allowed on the shuttle or regular route buses.
 - B. Absolutely **NO** sunflower seeds will be tolerated on the buses at any time.
 - C. Keep the bus clean.

KINDERGARTEN AND OTHER FIRST TIME RIDERS

Young riders are special in several ways. The younger the child, the more responsibility and care adults in charge must provide. Parents, please be sure these first-time riders understand bus rules and the importance of following them. These young riders should understand that they could be hurt by the bus or by other traffic unless they are careful. The ideal situation is for the youngster to have a healthy respect for the "big yellow fellow" without being fearful of the bus.

Remember that young riders need to be reminded of the rules and praised for practicing safe ridership.

Even at a young age, students should be taught to assume responsibility for their safety. No matter how careful and conscientious a bus driver is, there are times when the child is outside of the bus that the driver simply cannot protect the child from harm. Students should practice the habit of checking traffic for themselves after getting the signal to cross from the driver.

If your child is new to the district or for some reason has not ridden our buses before, be sure you take time to go over the rules of safety with the child before his/her first ride on the bus. Contact the bus driver for more information.

List to call:

NAME	POSITION	PHONE #	BUS #
	Transportation Office Number	966-2184	
Sutton, Neale	Transportation Director	986-6251	
Henry, Mike	Transportation-Mechanic	640-8237	
Bus Barn		966-2473	
Bryan, Kellie	Hoyt Driver	845-9344	1
Criqui, Dave	Hoyt Driver	851-7085	2
Berry, Wayne	Hoyt Driver	851-4111	4
Bryan, Kenny	Hoyt Driver	845-5968	7
Traxler, Dale	Hoyt Driver	554-8154	17
Tyler, Jon	Mayetta Driver	224-8894	10
Pahmahmie, Joan	Mayetta Driver	580-6412	11
Ingels, Christi	Mayetta Driver	608-2064	13
Moszeter, Jeff	Mayetta Driver	851-8997	16
Sanchez, Cheri	Mayetta Driver	851-4730	18
Sutton, Neale	Washburn Tech	608-9425	12
Spencer, Randy	Head Start Driver	220-9776	6
Probst, Amber	Special Ed. Driver	215-1450	114
Schmidt, Patti	Special Ed. Driver	431-3494	119

RECEIVING KINDERGARTEN

- A responsible adult is required to be present to receive each kindergarten child delivered from school after kindergarten.
- If no one visibly is present, the driver will finish the route and return the child to school.
- The parent/guardian or baby-sitter is then responsible to pick up the child from school.

ELIGIBILITY

Transportation is provided to all students who live outside the city limits to their attendance center. Hoyt and Mayetta city students will be transported from the school building in their town to the proper attendance center.

Students with an Individualized Educational Plan (IEP) will be transported by regular education transportation service unless their IEP specifically states another type of transportation service. Students with an IEP whose program is **outside the district** (a "co-op" class), will be transported, to their attendance centers, from either their legal residence or a day care provider whose day care service is located within the Royal Valley School District.

DESIGNATED PERMANENT PICK-UP AND DROP-OFF ADDRESSES

Each elementary student, including kindergartners, must have a designated pick-up address and a designated drop-off address that is consistent daily. The pick-up and drop-off addresses may be different from each other, but each must remain consistent. These addresses shall be declared during enrollment.

Permanent Changes:

A permanent change may be made in a student's designated pick-up or drop-off address (es) by contacting the transportation office at least **three (3) days in advance of the change**.

Temporary Changes:

All efforts should be taken to reduce the number of temporary transportation changes for students. Temporary transportation changes can create confusion and hardships inside the transportation system, which increases the schools chance for transportation errors.

A temporary change of pick up/drop off location on the route may be allowed up to 3 times per year **with a note for each occurrence** issued by the transportation office. Temporary changes must be communicated to the transportation office by 2:30pm by email rvtransportation@rv337.org or phone 785-966-2184. In an emergency, the administrator may sign a note to allow a student to ride on a different bus route if space is available.

Early Release:

In the event that school closes early, parents are to provide an early dismissal destination address at enrollment. This destination address will be used to transport students safely in the event school is closed early. Parents will be notified of the school closure prior to school closing and can call the transportation department.

If a student is to be picked up at the school or has permission to walk, direct the student not to get on the bus. Once a student gets on the bus (s) he will be released only upon approval of the school administrator (or his or her designee).

Never attempt to "flag down the bus" when it is enroute. Students cannot be released along the route. This is a hazardous practice for the student, the bus, and other traffic. Similarly, do not attempt to "catch the bus" at another stop if your student missed the bus in the morning. Either take the child to school or take the student to another stop farther ahead on the route and have him/her board with others at that stop. It is extremely unsafe for a student to approach the bus from the back or side of the bus.

Activity / Athletic Shuttle Sign Up

There is an Activity / Athletic Shuttle that runs after school and sports practices. These routes start at about 5:00 p.m. The route that a bus takes to get students home varies from day to day and is adjusted to the number of students that are riding and their location. In order to get students home in a timely manner and run the routes efficiently the following procedures have been developed.

- High School and Middle School students will receive an email with a link at 8:00 AM every day. This link will take them to a Google Form that they can fill out to request transportation for the Activity/Athletic Shuttle Bus.
 - If a student has any issue with the Google Form. The student needs to go to the office and get permission to contact Transportation.
 - **It is the student's responsibility to make sure the issue is resolved with the Transportation Department before 1:00 p.m.**
- **All students are required to sign up on a daily basis by 1:00 p.m.** If a student does not sign up by 1:00 p.m. the student will need to make other arrangements to get home.
- Students will be taken to their designated drop-off address that was declared at enrollment.
- Students have three options to choose from for a destination when riding the Activity/Athletic Shuttle
 - RVHS (Hoyt)
 - RVMS (Mayetta)
 - Home (Home address declared at enrollment)
- Students will not be allowed to go to any other destination, unless it has been cleared through the Transportation Office by their parent or guardian.
- Students that leave school property without administrative permission are not allowed to return to school property to ride a bus home. Students should remain on school property while waiting for the Activity/Athletic Shuttle.

Notes for Games

Students that wish to use either the after-school shuttle or the Activity / Athletic shuttle to attend a RV sporting or club event must have a transportation note that has been cleared through the Transportation Office by their parent or guardian.

BUS CONDUCT NOTICE

In the event a student does not adhere to the regulations (see page 2-Bus Rules for Riders), a "Bus Conduct Notice" may be given to the student. Behavior that endangers the safety of other riders or excessive misconduct may be grounds for the student to be placed on the school's Discipline Plan.

Time on the bus is a part of the school day, and the rules of conduct, which apply to the classroom also, apply to the school bus. For this reason, the school principal has the responsibility of working with the parent, student and bus driver in matters pertaining to student behavior on the bus.

Please give your full cooperation and support toward the safe operation of the student transportation program.

INCLEMENT WEATHER

If there is enough snow or adverse weather that you question whether or not school will be in session, please monitor your television or radio. The Superintendent will determine if school is to be cancelled after checking road and weather conditions and consulting with other school officials. The Superintendent will notify the local media only when school will be called off. (Please remember, school is not called "on"!)

Please do not call the schools or the bus shop to inquire if school will be in session. Sign up for district text alerts or listen to a local TV or radio station for this information. Occasionally a broadcaster will cause confusion by stating that the station has not heard from Royal Valley USD #337 and they do not know whether or not Royal Valley is having school. Do not be confused by this statement. The stations will only be notified if we are NOT having school; therefore, if the station has not heard from Royal Valley, Royal Valley IS having school.

Every day that school is in session, we will attempt to pick up all students. However, we cannot guarantee the bus will be able to come by every house. Drifts preventing the bus from passing may block some roads.

If Royal Valley USD #337 is closed, no transportation is provided to any out-of-district programs such as Kaw Area Technical School or Special Education.

DRESSING FOR SAFETY

Students should wear appropriate clothing to be protected in all weather conditions. This includes rain gear (head covering, coats, boots) for wet weather and warm winter clothing for cold weather (caps, winter boots, winter coats and gloves). While students do not have to be out in the weather for very long very often, they should be prepared to wait at the bus stop in all weather conditions and to be prepared for emergencies. Even though we maintain our buses through a program of preventive maintenance, a breakdown could occur causing students to have to wait longer for the bus or wait on the bus until help arrives. Buses do occasionally become stuck in the snow. Students should always have adequate protective clothing to be safe in these circumstances.

PASSENGERS OTHER THAN SCHOOL STUDENTS

No one other than the students assigned to a bus route will be permitted to ride the school bus to or from school without administrative approval. Adults who are attending a field trip or class activity are allowed to ride the bus with the class after making prior arrangements with the school administrator.

FIELD TRIP NOTIFICATIONS

Royal Valley Schools will send notifications home with students when they are planning a field trip. This form will give parents information about the trip that their student will be taking.

EVACUATION DRILLS

Two evacuation drills are held each year, at each school, at the direction of the bus driver and under the supervision of the building administrator or designee. The purpose is to prepare the students to recognize conditions that warrant evacuation, to know correct procedures for each type of evacuation, and to teach students to initiate and complete an evacuation without driver supervision, if required. Drivers appoint leaders and helpers and instruct all students in overall procedures. A leader takes the evacuated students away from the bus; helpers remain at the doors assisting other students from the bus until all are evacuated.

The most important thing for students to remember in an emergency is to stay calm. Students should never run (this creates panic). Other actions to remember in an emergency are to leave loose items (lunch boxes, books, etc.) in the bus, to assist smaller children, and listen to and obey the driver or appointed leader.

ROUTES AND DESIGNATED STOPS

Designated bus stops are established by the district taking into consideration various factors including safety, distance and efficiency among others. Students will need to plan to walk to the district assigned bus stops. Generally, no student will have to walk farther than one-fourth mile from the street end of the driveway to the bus stop.

If your family will not have anyone riding in the morning, please call as early as possible. **PLEASE DO NOT HAVE THE STUDENT CALL!** If it is before 6:45 a.m., please call your regular bus driver. If it is after 6:55 a.m., please call the bus shop at 966-2473. Give your child's name, address, bus driver's name and the school your student attends to the person answering the phone.

*Please learn your child's bus # and the name of the driver who transports your child. *

STOP ARM LAW

Please see that all the drivers in your household know how to be safe and legal around school buses. It can be frustrating to get "caught" behind a bus making stops along its route. Some people let their impatience lead to risky actions that endanger students, themselves and other traffic. Some drivers do not know what the law requires of them. Please obey the law and please be patient for the sake of our kids. When you see yellow flashing lights on a bus, this means that the bus will soon be stopping to pick up children. These children could be on either side of the road. When you see red flashing lights on a bus, this means that children are in the process of getting on or off the bus right then. These children may also be crossing the road.

For your own protection, when you see the yellow flashing lights on the bus, **Please Stop.**

GIVE US A BRAKE!

Kansas law KSA 8-1556 requires all motorists to stop when approaching or overtaking a stopped school bus displaying its flashing red lights and stop arm. Motorists are to remain stopped until the bus is no longer displaying its flashing red lights and stop arm. Violation of this law not only endangers children but is punishable by a fine and court costs in excess of \$420.

EMERGENCY SAFETY INTERVENTIONS

GAAF Emergency Safety Interventions (See GAO, JRB, JQ, and KN) GAAF The board of education is committed to limiting the use of Emergency Safety Intervention (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de - escalation techniques, and positive behavioral intervention strategies. This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year. Definitions “Campus police officer” means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72 - 6146, and amendments thereto. “Chemical Restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. “Emergency Safety Intervention” is the use of seclusion or physical restraint, but does not include physical escort or the use of time - out. “Incident” means each occurrence of the use of an emergency safety intervention. GAAF Emergency Safety Interventions GAAF- 2 “Law enforcement officer” and “police officer” mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer. “Legitimate law enforcement purpose” means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer’s appointing authority. “Mechanical Restraint” means any device or object used to limit a student’s movement. “Parent” means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72 - 3122(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor. “Physical Escort” means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location. “Physical Restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint. GAAF Emergency Safety Interventions GAAF- 3 “School resource officer” means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district. “School security officer” means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer. “Seclusion” means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area. “Time - out” means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded. Prohibited Types of Restraint All staff members are prohibited from engaging in the following actions with all students: • Using face - down (prone) physical restraint; • Using face - up (supine) physical restraint; • Using physical restraint that obstructs the student’s airway; • Using physical restraint that impacts a student’s primary mode of communication; GAAF Emergency Safety Interventions GAAF- 4 • Using chemical restraint, except as prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue such treatments; and • Use of mechanical restraint, except: o Protective or stabilizing devices required by law or used in accordance with an order from a person appropriately licensed to issue the order for the device; o Any device used by a certified law enforcement officer to carry out law enforcement duties; or o Seatbelts and other safety equipment when used to secure students during transportation. Use of Emergency Safety Interventions ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive

alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm. GAAF Emergency Safety Interventions GAAF- 5 ESI Restrictions A student shall not be subjected to ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file. Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others. Use of Seclusion When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather. A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, well-ventilated, and sufficiently lighted. GAAF Emergency Safety Interventions GAAF-6 Training All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ESI. The intensity of the training provided will depend up on the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position. Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request. Notification and Documentation The principal or designee shall notify the parent the same day as an incident. The same - day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same - day notification. Also, a parent may agree, in writing, to receive only one same - day notification from the school for multiple incidents occurring on the same day. Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to GAAF Emergency Safety Interventions GAAF- 7 transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same. The parent shall be provided the following information after the first and each subsequent incident during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. Upon the occurrence of a second or subsequent incident, the parent shall be provided with a full and direct website address containing such information. GAAF Emergency Safety Interventions GAAF- 8

Law Enforcement, School Resource, and Campus Security Officers Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy. If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs. Documentation of ESI Incidents Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following: • Date and time of the ESI, • Type of ESI, • Length of time the ESI was used, • School personnel who participated in or supervised the ESI, • Whether the student had an individualized education program at the time of the incident, GAAF Emergency Safety Interventions GAAF- 9 • Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident. All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances. Reporting Data District administration shall report ESI data to the state department of education as required. Parent Right to Meeting on ESI Use After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future. For a student with an IEP or a Section 504 plan, such student's IEP team or Section 504 plan team shall discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence. GAAF Emergency Safety Interventions GAAF- 10 For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting. For a student without an IEP or Section 504 plan, the school staff and the parent shall discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting. The student who is the subject of such meetings shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10 - day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student if such student would benefit from such measures. GAAF Emergency Safety Interventions GAAF- 11 Local Dispute Resolution Process If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below. The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written

report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education. If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the incident. Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the GAAF Emergency Safety Interventions GAAF- 1 2 findings of fact and recommended corrective action, if any, to the board in executive session. Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint. If desired, a parent may file a complaint under the state board of education administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process. Approved: September 10, 2018

WHEN BOARDING YOUR BUS:

Here's How to Cross the Road SAFELY

FOLLOW THE 10 FOOT RULE:

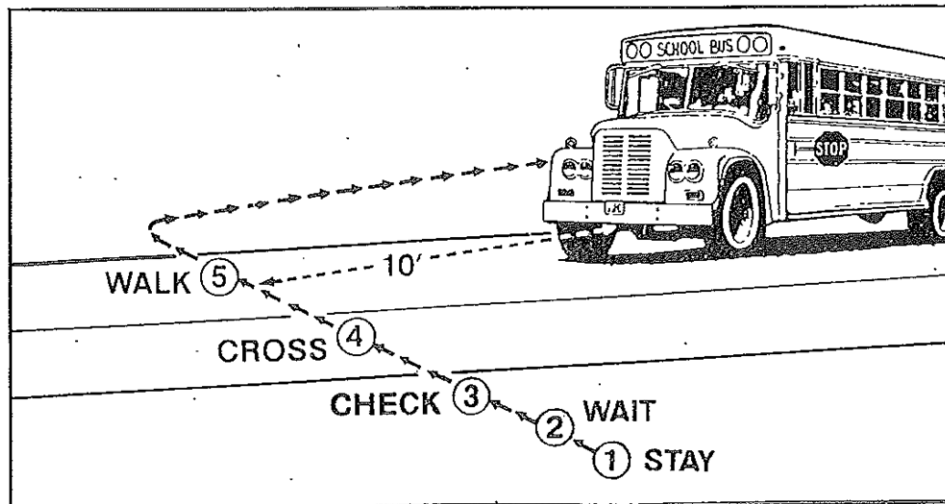
STAY—on your side of the road—far away from the traffic

WAIT—for the bus to stop and for your driver's signal to cross

CHECK—traffic both ways—then check again

CROSS—walk directly across, checking traffic both ways

WALK—approximately 10 feet ahead of the bumper / be able to see your driver



REMEMBER

- Stay on your side of the road until your driver signals you to cross
- Check and recheck for traffic
- Follow the 10 foot rule / be able to see your driver
- Board bus quickly—go directly to your seat

**Drivers SHOULD stop...But
THEY MAY NOT!**

WHEN LEAVING YOUR BUS:

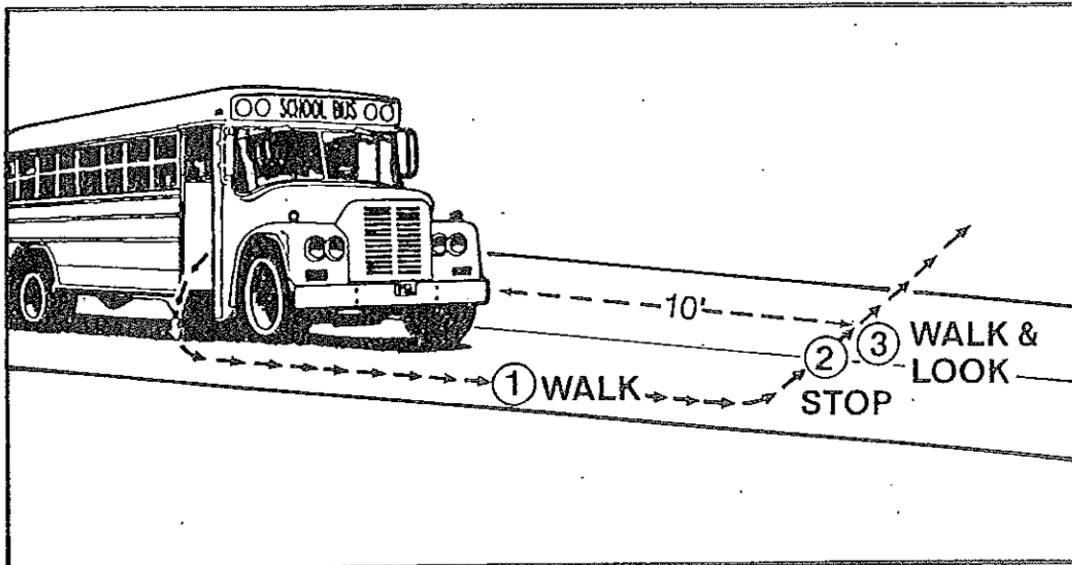
Here's How to Cross the Road SAFELY

WALK—along the side of the road until
you can see your driver

STOP—wait for the signal to cross

WALK & LOOK—for traffic both ways

- if you see a vehicle that has not stopped, go back to the bus immediately
- if all vehicles have stopped, cross the road quickly



Crossing the Highway is DANGEROUS

REMEMBER {

- WALK
- STOP
- WALK & LOOK

Drivers SHOULD stop...But
THEY MAY NOT!

DANGER ZONES

