



FLOYD COUNTY BOARD OF EDUCATION
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Consent Agenda Item (Action Item): To approve Floyd County Schools Transportation Department Guidance Handbook (Bus Driver Qualification, Responsibilities, Training Overview, Parent/Student Responsibilities, etc).

Applicable State or Regulations: KRS 162.90 Powers and Duties of the Local Board.

Fiscal/Budgetary Impact: None

History/Background: HB 446 AMENDS KRS 158.110 TO REQUIRE DEVELOPMENT OF A DISTRICT TRANSPORTATION SERVICES POLICY BASED UPON KDE TRANSPORTATION SERVICES POLICY GUIDELINES. AND AT LEAST ONE (1) PARENT OR GUARDIAN OF EACH STUDENT TO ACKNOWLEDGE IN WRITING THE RECEIPT, COMPREHENSION, AND AGREEMENT OF ADHERENCE TO THE TRANSPORTATION SAFETY POLICY WITHIN SEVEN (7) DAYS OF THE STUDENT'S FIRST DAY OF ATTENDANCE DURING EACH SCHOOL YEAR. PER KRS 148.158, KDE SHALL DEVELOP OR UPDATE AS NEEDED AND DISTRIBUTE TO ALL DISTRICTS BY AUGUST 31 OF EACH EVEN-NUMBERED YEAR THE TRANSPORTATION SERVICES POLICY GUIDELINES.

GUIDANCE DOCUMENT RELEASED 09/04/2024

Recommended Action: Approve as Presented

Contact Person(s): Brandon Maynard 606-791-3121

n/a
 Principal

Brandon Maynard
 Director

Larry Hammond
 Superintendent

Date: 09/20/2024



FLOYD COUNTY SCHOOLS
DEPARTMENT OF PUPIL TRANSPORTATION
2024-2025

BUS DRIVER QUALIFICATION, RESPONSIBILITIES, AND TRAINING OVERVIEW

Requires the Kentucky Board of Education to promulgate administrative regulations relating to the transportation of children to and from school and to medical inspections and other matters deemed relevant to the protection of the physical welfare and safety of public school children. KRS 189.540 requires the board to promulgate administrative regulations governing the design and operation of school buses. This administrative regulation establishes the qualifications, training, and responsibilities of the school bus driver.

Licensing Requirement

A school bus driver shall have a current, valid Commercial Driver's License with applicable endorsements and restrictions pursuant to KRS 281A.170 to 281A.175. Section 2. Medical Fitness.

- (1) A local board of education shall require an annual medical examination that complies with KRS 281A.175 for each school bus driver.
- (2) A person shall not drive a school bus unless physically and mentally able to operate a school bus safely and in accordance with the requirements of this administrative regulation.
- (3) If there is limitation of motion in joints, neck, back, arms, legs, or other body parts, due to injury or disease that may limit the driver's ability to safely perform the task of driving a school bus or performing other driver responsibilities, the person shall not be employed as a school bus driver.
- (4) A temporarily-injured or ill school bus driver may be assigned duties other than driving until the employee regains the ability to safely perform school bus driver duties.
- (5) An otherwise medically and physically eligible school bus driver with diabetes mellitus, may be employed as a school bus driver, if the driver possesses a valid federal Medical Examiner's Certificate as required under 49 C.F.R. Part 391.41.
- (6) A school bus driver taking medication either by prescription or without prescription shall report the medication to the immediate supervisor and shall not drive if that medication may affect the driver's ability to safely drive a school bus or perform other driver responsibilities.
- (7) (a) To ensure student safety, a district may require a school bus driver to pass a medical examination or a special type medical examination more often than annually at the district's expense. (b) The medical examination shall include risk assessment and appropriate followthrough, as established in 702 KAR 1:160, for tuberculosis upon initial employment. (c) The medical examination shall be documented on the same form required by the Kentucky Department of Transportation to obtain a commercial driver's license and retained by the district.

Criminal Records Check

Driving History, and Drug Testing.

- (1) A criminal records and driving history check shall be performed by a local district on school bus drivers prior to initial employment and prior to reemployment following a break in employment. (b) 1. Employment shall be contingent upon meeting the requirements of paragraph (a) of this subsection. 2. A local board of education shall adopt policies outlining employment qualifications for school bus drivers as related to these criminal records and driving history checks. (c) A school bus driver shall immediately report to the local superintendent or the superintendent's designee a:

1. Revocation of the driver's license;
2. Conviction for driving under the influence (DUI) or driving while intoxicated (DWI);

3. Conviction for reckless driving; or
4. Citation for a moving motor vehicle violation, including:
 - a. Driving under the influence (DUI) or driving while intoxicated (DWI);
 - b. Reckless driving; or
 - c. A violation of state or local law governing motor vehicle traffic control, other than a parking violation.

(2) (a) Controlled substance and alcohol use testing shall be a condition of employment for anyone in a safety sensitive student transportation position, including: 1. School bus drivers; 2. School bus mechanics; and 3. Other safety-sensitive jobs requiring a Commercial Drivers License (CDL) license. (b) The controlled substance and alcohol use testing program shall include the following tests:

1. Pre Employment testing (controlled substance only);
2. Post Accident testing;
3. Random testing; and
4. Reasonable suspicion testing. (c) Prospective employees who have tested positive for a controlled substance within the last five (5) years shall not be considered for employment to drive a school bus or the performance of safety-sensitive services related to student transportation. (d) A school bus driver, school bus mechanic, or anyone performing safety-sensitive student transportation duties having a confirmed positive test for a controlled substance shall be relieved of those duties immediately and not be eligible for reemployment in a safety-sensitive student transportation position for five (5) years. (e) A school bus driver, school bus mechanic, or anyone performing safety-sensitive student transportation duties who tests at 0.02 percent or higher on the confirmation alcohol test immediately before, during, or immediately following the performance of these duties shall be relieved of these duties immediately and not be eligible for reemployment in a safety-sensitive student transportation position for five (5) years. (f) A person shall not be employed as a school bus driver if convicted within the past five (5) years of driving under the influence (DUI) or driving while intoxicated (DWI).

Training Requirements

(1) (a) Minimum training requirements to become a school bus driver shall consist of the successful completion of the twenty-one (21) hour initial training course and follow-up reviews as set forth in the Kentucky School Bus Driver Trainer Manual. (b) Prior to the beginning of each school year, a bus driver shall successfully complete a district specific eight (8) hour update training. (c) Each district shall annually provide the eight (8) hour update training, which shall be aligned with the Kentucky School Bus Driver Trainer Manual, address the needs of the district's school bus drivers, and be conducted by a driver trainer certified in accordance with subsection two (2) of this section. (d) The eight (8) hour update training shall be provided after the district's last student attendance day of the school year, but prior to opening day of the proceeding school year. (e) If a district employs a school bus driver, after the eight (8) hour annual update training was provided to bus drivers, the district shall provide the driver with the update training prior to allowing the driver to transport students. (f) If a school bus driver leaves the employment of a school district as a bus driver, and is subsequently reemployed in the district as a driver, the driver shall complete the eight (8) hour update training within twelve (12) months following the driver's last date of employment in the district as a bus driver. (g) A driver who does not timely complete the annual eight (8) hour update training and recertification pursuant to this section shall be required to complete the twenty-one (21) hour initial training course.

(2) (a) A driver trainer shall satisfactorily complete the thirty-three (33) hour classroom and driving curriculum developed by the Kentucky Department of Education and delivered by a Kentucky Department of Education approved driver trainer instructor in accordance with the Kentucky School Bus Driver Trainer Manual. (b) A driver trainer shall annually complete a minimum of six (6) hours of training developed by the Kentucky Department of Education and delivered by a Kentucky Department of Education approved driver trainer in accordance with the Kentucky School Bus Driver Trainer Manual. Section 5. First Aid and Cardiopulmonary Resuscitation (CPR). All school bus drivers, student transportation technicians, and employees that transport students shall, at a minimum, receive basic first aid and CPR training by a person with: (1) A valid certificate in first-aid training, including CPR, from the American Red Cross; or (2) Equivalent training that can be verified by documentary evidence. Section 6. Emergency Operation. (1) If an emergency makes it necessary for the driver to leave the bus while students are on board, the driver shall follow local

board policy. (2) A driver shall not permit a student to operate the entrance handle or any other bus control except in case of an emergency.

Transport of Items on School Bus

(1) A local board of education shall develop a policy regarding the transport of persons and items on a school bus. (2) To ensure student safety, the policy shall include: (a) A prohibition on firearms or weapons, either operative or ceremonial, except that the policy may permit archery bows, used in connection with a school archery team, to be transported inside the passenger compartment and arrows transported in the underneath storage compartment; (b) A prohibition on fireworks or other explosive materials of any type; (c) A prohibition on live animals, except for a service animal necessary for the student to attend school; (d) A prohibition on glass objects or helium balloons; and (e) A prohibition on any object that may block the bus aisle or exits or otherwise impede exiting the bus. (3) The policy may additionally address issues related to the safe transport of students, including eating and drinking on the school bus.

Student Assignment

(1) A school bus driver shall transport only those students officially assigned to a bus trip unless an unassigned student presents the driver with written permission, which has been signed by the school principal or a designee, granting the student permission to ride the bus trip. (2) A school bus driver shall not permit an assigned student to leave the bus at a stop other than the student's regular stop unless presented with written permission signed by the school principal or a designee. (3) A school bus driver shall not transport a person who is not a student, including adult employees of the board, unless provided with written permission from the district superintendent or a designee.

Student Seating

(1) A school bus driver shall supervise the seating of the students on the bus and may assign a student to a specific seat on the bus. (2) (a) The school bus driver shall make certain the seating capability of the bus has been fully utilized before any student is permitted to stand in the bus aisle. (b) A school bus driver shall not permit students to stand in the stepwell or landing area if: 1. The student would likely fall out of the bus if the emergency door were opened; or 2. The driver's view directly in front of the bus or to either side of the front of the bus would be obscured. (3) A school bus driver shall report to the superintendent or a designee an overcrowded condition on the bus as soon as practicable and in accordance with local district policies.

Loading and Unloading

(1) A school bus driver shall activate the flashing amber signal lights at least 200 feet, if available, or a sufficient distance from a bus stop to warn motorists of the intended stop. (2) Once the bus comes to a complete stop, the school bus driver shall follow the loading and unloading procedure outlined in the Kentucky School Bus Driver Trainer Manual. (3) A stop signal arm and flashing warning lights shall be in operation anytime students are boarding or leaving the bus, including on school property. (4) A school bus driver shall signal students to board or exit only after determining that any visible approaching traffic has come to a complete stop and is not beginning to move or attempting to pass the bus. (5) A driver of a school bus shall be on the bus at all times students are loading or unloading.

Fueling

For safety reasons, a driver shall not permit fueling of the bus while students are on board the bus.

Student Conduct

(1) A local board of education shall develop a policy regarding student conduct on school buses. (2) If a student's conduct on the bus makes it unsafe for the bus to continue on its route, the school bus driver shall follow local district policy. Ejecting a student from the bus may be done only in the most extreme circumstances. (3) If a student has been ejected from a bus the school bus driver shall notify the immediate supervisor who shall notify the appropriate district authorities, who shall subsequently notify the student's parent or legal guardian according to local board policy.

Railroad

A school bus driver shall stop the bus at all places where the roadway crosses a railroad track or tracks at the grade level. The stop shall be made not less than fifteen (15) feet and not more than fifty (50) feet from the nearest track. (1) After making the stop, the driver shall: (a) Set the parking brake; (b) Shift to neutral; (c) Activate the noise abatement switch; (d) Open the service door and driver side window; and (e) Carefully look in each direction and listen for approaching trains before proceeding. (2) If visibility is impaired at a crossing, after stopping the driver may allow the vehicle to roll forward to gain required visibility before proceeding. (3) When a driver has ascertained that it is safe for the bus to cross the railroad tracks or tracks at the grade level, the driver shall: (a) Close the bus service door; (b) Shift the bus into the lowest gear; (c) Release the parking brake; (d) Proceed immediately to cross the railroad tracks or tracks at the grade level; and (e) Turn the noise abatement switch off when safe to do so.

Driver Inspection

(1) A school bus driver shall perform and document a pre-trip inspection of the bus safety and operating equipment each time that the bus is taken out for the transportation of students. (2) A school bus driver shall inspect the school bus at the completion of each bus trip to ensure that no students remain in the bus. Section 15. Road Conditions. A school bus driver shall not drive the school bus on any roadway if the conditions of the roadway, weather conditions, or other extenuating circumstances may make it unsafe. Section 16. Driver Seat Belt. A school bus driver shall wear the driver's seat belt at all times that the bus is operated. Section 17. Tobacco. A school bus driver shall not use tobacco products on the school bus and shall not permit students to use tobacco products on the school bus.

Drug and Alcohol

(1) A school bus driver shall not operate a school bus while under the influence of alcoholic beverages or any illegal drug or other drug. (2) A driver found under the influence of alcohol or any illegal drug while on duty or with remaining driving responsibilities that day shall be dismissed from employment.

PUPIL MANAGEMENT AND CONTROL

Floyd County Schools Department of Pupil Transportation strives to develop and maintain positive relationships to ensure that behavior problems do not arise. A clear and definite understanding of what is expected on the part of all parties concerned is vital. All rules and regulations concerning student behavior should be well known and clearly understood by (1) bus drivers; (2) students; (3) parents; (4) administrators and teachers; and (5) Board of Education members.

ELIGIBILITY

Board policy covers the rules and regulations governing student conduct and procedures for suspension of bus riding privileges. All students are eligible for transportation within their attendance area.

Distance Limitation

Pupils shall be eligible to be transported to and from school if they reside more than one (1) mile by the nearest traveled road or street, from the school to which they are assigned. If traffic or other safety conditions make walking to school extremely hazardous, pupils shall be eligible for transportation without regard to the distance to their school.

The parents of students attending school outside their attendance zone shall provide transportation for their child to and from school, unless a regular bus run already covers the bus route.

Modification

The Board reserves the right to modify the one (1) mile distance limitation for students with disabilities and where conditions make it advisable to include certain geographic, subdivision, or neighborhood areas.

On written request of the parent, a temporarily disabled student living within one (1) mile of school may be permitted to ride the bus. In such cases, the Superintendent may require a doctor's verification of the student's inability to walk to and from school.

Others Eligible

With written permission of the Superintendent, employees other than bus drivers may be permitted to ride on school buses. In addition, the Superintendent may authorize other individuals not associated with the schools to accompany students on school-related student trips.

Students With Disabilities

The need for special transportation for students with disabilities must be determined by the ARC or Section 504 Team and stated in the student's Individual Education Plan (IEP) or Section 504 Plan.

Career and Technical Students

High school students attending an area career and technical school or extension center are eligible to be transported from the high school to the career and technical school. Transportation will be provided by the District in accordance with state regulations.

Distance Limitations Preschool

Three (3)- and (4)-year-old preschool children and students with disabilities are not required to meet the distance specifications to be eligible for school transportation.

Preschool Transportation

When the parent/guardian, or a person authorized by the parent/guardian to accept the child, is not present upon midday or afternoon delivery, the child shall be returned to the school upon completion of the route. The parent/guardian shall be notified of the child's location and shall be responsible for pick up.

Upon the third (3rd) time the assigned adult is not present to receive the child, the parent(s)/guardian will be requested to provide transportation for the child.

Children in Foster Care

The Superintendent will designate a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services, Department for Community Based Services ("the Department") in writing that the

Department has designated its foster care point of contact for the District. The Superintendent may designate the Foster Care Liaison prior to such notice from the Department.

The District will collaborate with the Department when transportation is required to maintain children placed in foster care in a school of origin outside their usual attendance area or District when in the best interest of the student. Under the supervision of the Superintendent/designee, the District Foster Care Liaison may invite appropriate District officials, the Department point of contact, the foster parents, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner in accordance with the Department's authority to use child welfare funding. The Department, in consultation with the District, shall make the determination on whether the child shall remain enrolled in the school of origin based on the best interest of the child, weighing the promotion of educational stability as a primary factor.

If the Department finds it is in the best interest of a child to remain in the school of origin upon placement of the child in a new school district, reasonable transportation shall be offered from the location of placement to the school of origin in which the child is enrolled for any regularly scheduled school day. Such may result in additional transportation costs to a foster parent, child placing agency, child care facility, or the District. The District will provide transportation if necessary to maintain a child in the school of origin if the Department agrees to reimburse the District for the cost of such transportation. Transportation costs incurred shall be reimbursed by the Department on request. Alternatively, the District may agree to pay the cost of such transportation or the District and the Department may agree to share the cost.

Definitions

"Foster Care" means 24-hour care for children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the Cabinet has placement care and responsibility.

"School of origin" means the public school in which a child was enrolled immediately prior to placement in foster care.

"Best interest of the child" takes into consideration the following factors including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child's attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school's climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.

SCHEDULING AND ROUTING

The Director of Transportation/Central Office designee shall prepare a route map and schedule of stops for each bus in the District. These maps will show the routes traveled by buses both morning and afternoon.

Written Description

A written description of each route shall be kept on the bus; a copy shall be filed with the Principal of the school(s) the bus serves, and the original shall be filed with the Director of Transportation/Central Office designee. This description shall include any characteristics peculiar to the route such as dangerous turns, steep grades, signals, and special information about any danger areas.

Extension of Bus Routes

The Principal and Transportation Director will survey the need for a route extension on request by interested parties within established boundaries as adopted by the Board.

New Drivers and Routes

At least one (1) week prior to the opening of school, each new driver and each experienced driver with a new route shall receive his/her map and schedule. The drivers shall drive their routes before school opens in order to become familiar with the route and the schedule.

Driver to Finalize Schedule

Each driver shall finalize his/her route schedule within ten (10) driving days after school opens. This route schedule will contain the names of the students riding the bus, the name of the road(s) on which the bus is routed, each stop's number, the time of the stop, the grade of the pupil, and the school the pupil attends. Drivers shall notify the Director of Transportation/Central Office designee of any revisions to their routes.

No Transportation Zone

A student **no transportation zone** is an area around a school where students are not eligible for transportation. A school board may designate a non-transportation zone for a number of reasons, including:

1. Student scarcity: The area may not have enough students to justify transportation
2. Remoteness: The area may be too far away to make transportation practical
3. Road conditions: The condition of the roads may make transportation impractical

PRINCIPALS RESPONSIBILITY

The principal or person designated by the local Board of Education assumes the responsibility of enforcing rules and regulations concerning transportation of pupils. 702 KAR 5:030 ensures that supervision and discipline of students takes place.

TEACHERS RESPONSIBILITIES

702 KAR 5:030, Section 14 mandates students be instructed in school safety at least annually; and receive two (2) evacuation procedures each semester. Teachers reinforce safety instruction and material in the classroom. LESSONS are geared around transportation according to grade level. Students can be asked to write compositions expressing feelings, reactions and concerns about transportation. Class discussions are beneficial and will occur routinely. Tours of bus compounds may be available through the Chief Transportation Officer. Films are available from the Kentucky Department of Education and shared annually. Teachers will seemingly help to prevent accidents.

1. Dismiss students on time.
2. Teachers should not expect students to carry bulky projects or instruments that might block aisles. Pets and animals, other than required service animals, shall not be carried on the bus.
3. Speak positively to students about transportation safety.
4. Teachers should have a good knowledge of local rules and regulations regarding transportation.
5. Strive to help administrative officials enforce rules regarding transportation.

TRANSPORTATION RULES AND RESPONSIBILITIES

Certain behaviors are expected of students in order to maintain an environment in which all students may travel safely to and from school. The principal is authorized to withhold bus-riding privileges in the case of habitual or serious conduct violations. The transportation rules governing behavior include, but may not be limited to, those listed below. Refer also to the FCS Student Handbook.

1. Each student will be at the assigned bus stop at the appropriate time so that the bus will not have to wait and the schedule will not be delayed. Students will wait off the traveled roadway until the driver has stopped the bus and signals the students to enter the bus.
2. When students must cross the roadway to enter/exit the bus, they will not proceed until signaled by the bus driver. These roadway crossings will be made approximately ten (10) feet in front of the bus in order that the bus driver may see them.
3. When students enter the bus, they will promptly go to their assigned seats and remain seated until the bus has come to a complete stop before leaving their seats to get off the bus.
4. Students will not extend their arms, legs, or heads out the bus windows while the bus is in motion and will not change seats while the bus is in motion.
5. Students will not create noise on the bus to the extent that it might interfere with the driver's ability to hear signals or emergency vehicles.
6. Students will not bring food or drinks, radios, cassette players, etc., or insects or animals on the bus without prior approval.
7. Students will observe the same conduct as in the classroom.
8. Students will be courteous and use no profane language.
9. Students are to keep the bus clean at all times.
10. Cooperation with the driver is essential to good behavior on the bus.
11. Students are not allowed to possess or use tobacco products on the bus.
12. Students are expected not to be destructive.
13. Bus drivers are authorized to assign seats and students are expected to comply as directed.
14. No balloons or any kind of glass containers are allowed on the bus.
15. A student may only transport items that he/she can hold in his/her lap.
16. No objects will be thrown within or out of the bus.
17. Students are not to engage in any other behavior determined to be detrimental to bus safety.

BUS DRIVER

All bus drivers shall meet the qualifications of and be in compliance with the responsibilities noted in Kentucky Administrative Regulations.

Accident Reports

Drivers are responsible for having each accident investigated at the time of occurrence and reporting such accident to the Superintendent's office immediately.

Maintenance

Drivers shall be responsible for keeping their bus reasonably clean and for reporting all repairs or adjustments required for the safe and dependable operation of the bus.

Safety

Safe and courteous driving shall be required of all drivers and careless driving, violation of traffic laws or Board regulations shall be grounds for dismissal. A driver shall not leave his bus at any time when students are on board before first securing the brake and removing the ignition key.

School Bus Idling

This applies to the operation of every District-owned school bus.

The purpose of this is to reduce student, driver and community exposure to diesel exhaust particulate matter by limit unnecessary idling of school buses.

Measures:

1. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick up area. Exceptions include conditions that would compromise passenger safety, such as:
 - a. Extreme weather conditions
 - b. Idling in traffic
2. At the bus parking area, limit the idling time during early morning warm up to what is recommended by the manufacturer (generally three (3) – five (5) minutes) in all but the coldest weather.
3. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
4. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The "warmed" bus is to enter the school zone as close to pick up time as possible to maintain warmth and then shut down.
6. All drivers shall receive a copy of this policy at the beginning of every school year.

Walkthrough at End of Run

Bus drivers shall conduct a walkthrough of their buses at the end of each run to ensure that all students have disembarked at their designated stops.

Disciplinary Action

Bus drivers who fail to observe/perform their responsibilities shall be subject to appropriate disciplinary action.

Driver Rights

Per KRS 158.110, a driver:

1. May refuse to provide further transportation upon written report to Superintendent/designee;

2. May be heard at any disciplinary hearing against a student relating, at least in part, to misconduct that occurred during the operator's transportation of the student:
 - a. A driver's recommendation shall be considered as a factor for interim or final determination of disciplinary action; and
 - b. A driver is permitted, to the extent permitted by law, to receive written notice from the Superintendent/designee of the investigation, disciplinary action imposed, and reasoning in response to reported misconduct; and
3. Shall be provided the opportunity to be heard and to make a recommendation regarding future transportation of the student during any disciplinary hearing relating, at least in part, to misconduct by the student's parent or guardian and the impact upon a student's transportation privileges.

STUDENT RESPONSIBILITIES

Students must bear their share of responsibility for safety while passengers on school buses. The privilege of any student to ride a school bus is conditioned upon their good behavior and observance of the rules and regulations set forth by the local Board of Education. Certain levels of conduct are expected of any and all students riding the bus. All students shall conduct themselves in a manner conducive to the safe transportation of all. No conduct will be tolerated that will in any way cause distraction of a driver's attention that might result in unsafe operation of the bus. Students are expected to respect the authority of the bus driver and obey his/her instructions. If the rules are followed, all concerned can expect to have a safe bus trip.

While Waiting To Board The Bus

1. Arrive at your assigned bus stop five (5) minutes ahead of the bus. The driver cannot wait for you.
2. Do not play in the path of traffic and stand well away from the road when the bus approaches.
3. Do not damage other people's property while waiting for the bus.
4. Avoid making excessive noise.
5. Fighting at bus stops and on the way to and from school is subject to local Board disciplinary action.
6. Never run alongside the bus when the bus is moving. Wait until the bus stops and the driver signals and then walk to the door and board the bus in an orderly manner. **DO NOT PUSH OR SHOVE.**

While Riding On The Bus

1. Obey the driver's instructions. The driver of a school bus is in complete charge of students while they are on the bus. Complaints regarding discipline on the bus should be taken to the principal.
2. The driver has the authority to assign seats.
3. Students shall remain properly seated while the bus is in motion.
4. Never extend arms, legs or head outside the bus.
5. Refrain from talking to the driver except in an emergency.
6. Pets and animals, other than required service animals, are not permitted on the bus at any time.
7. No one shall tamper with any equipment or operate any part of the bus.
8. Do not mark or deface the bus. Students caught damaging bus equipment will be subject to disciplinary action and/or restitution.
9. There is to be no fighting or profanity on the bus or any loud disturbances.
10. Students must not wave or shout at pedestrians or occupants of other vehicles. Do not throw objects from bus windows.
11. Do not throw waste paper or objects on the floor. Eating or drinking is not permitted.
12. Use of tobacco products/vapes or drugs is prohibited.

13. Students are required to ride their assigned bus, unless they have written approval from the principal or his/her designee.

Student Drop-Off Procedure

All students will be dropped off at the designated bus stop unless the parent/guardian submits in writing permission for the student to be dropped off at another location.

In the event a student is returned to school, school officials will try to contact the parent/guardian. If the parent/guardian is not available, then the emergency designee may be contacted. If these efforts are not successful, then the school site officials or the Transportation Department will call the Sheriff's Office for assistance. The state regulation governing the transportation of preschool children in which the parent/guardian or person authorized by the parent shall be responsible for providing safe supervision to and from the bus stop and delivery to/receipt from the driver assistant remains in effect.

PARENT'S RESPONSIBILITIES

Safety awareness must begin and be consistently reinforced at home. The following points are suggested for parents:

1. Familiarize themselves with local school and Board of Education policies and procedures pertaining to riding a bus. Know your child's bus number.
2. Parents should try to establish the exact time their child should be at the bus stop in the morning. They should also recognize the dangers of students playing at the edge of a busy roadway.
3. Warn their children of the dangers of strangers who appear friendly and hang around bus stops.
4. Bad weather is the most likely cause for bus delays. Dress children properly for bad weather. Warn children that motorists will have more difficulty seeing them in bad weather, thus more caution is necessary.
5. Provide their child with a school bag to carry all their school supplies. Loose papers are a serious hazard.
6. Stress the importance of remaining properly seated and reasonably quiet while aboard the bus.
7. Familiarize them with emergency procedures and danger zones around the bus and suggest they discuss these zones with their children.
8. Make sure children know their names, addresses and phone numbers.
9. Parents should explain to their child that situations aboard the bus may not always be familiar. The bus might have to take an alternative route, a substitute may be driving the bus, or occasionally another bus might be used. If the child is confused, they need to be encouraged, it is O.K. to ask the driver questions.
10. Parents should also support local Board policies.
11. Check for baggy clothing, drawstrings, backpack straps and any other object that could become entangled in the school bus handrail or service door area.
12. Parents are responsible for their own behavior and should never confront a driver, monitor, or aide. All complaints or concerns should be directed to the Chief Transportation Officer.
13. Parents are never permitted to enter a school bus, misconduct or violation of these rules may result in loss of student riding privileges and/or law enforcement involvement.
 - a. *"KRS 511.020 makes it a Class B felony for a person, with the intent to commit a crime, knowingly entering or remaining unlawfully upon a school bus, and when in effecting entry or while upon the school bus or in the immediate flight therefrom, the person or another participant in the crime causes physical injury to another person or uses or threatens the use of a dangerous instrument against another person.";*
 - b. *"KRS 508.078 makes it a Class C felony for a person to intentionally threaten to commit any act likely to result in death or serious physical injury to any employee of an elementary or secondary school, which includes a school bus driver.";*
 - c. *"KRS 508.025 makes it a Class D felony for a person to recklessly, with a deadly weapon or dangerous instrument, or intentionally cause or attempt to cause physical injury to a school bus driver or other school employee acting in the course and scope of their employment.";*

d. "KRS 519.020 makes it a Class A misdemeanor for a person to obstruct governmental operations, which includes intentionally obstructing, impairing, or hindering the performance of a governmental function by using or threatening to use violence, force or physical interference."

e. "KRS 525.070 makes it a Class B misdemeanor for a person, with intent to intimidate, harass, annoy, or alarm another person, to strike, shove, kick, or otherwise subject another to physical contact."

14. Parents must be present for pickup for all students under the age of 11, if a parent is not present, the child will be returned to school.

Student Drop-Off Procedure

All students will be dropped off at the designated bus stop unless the parent/guardian submits in writing permission for the student to be dropped off at another location.

In the event a student is returned to school, school officials will try to contact the parent/guardian. If the parent/guardian is not available, then the emergency designee may be contacted. If these efforts are not successful, then the school site officials or the Transportation Department will call the Sheriff's Office for assistance. The state regulation governing the transportation of preschool children in which the parent/guardian or person authorized by the parent shall be responsible for providing safe supervision to and from the bus stop and delivery to/receipt from the driver assistant remains in effect.

SCHOOL BUS DRIVER'S RESPONSIBILITIES AND EXPECTATIONS

The conduct of students on a bus has a direct relationship to their safety. The position should be taken that no act or conduct that distracts the driver from safely maneuvering the school bus through traffic and operating the bus safely will be condoned or tolerated. Swift and firm action must be taken by the driver to solve and correct these problems. One of the first steps a school bus driver can take toward controlling student behavior is to set a proper example. The driver should always practice good driving habits, take a personal interest in the job, keep abreast of all advancements that take place in pupil transportation and take excellent care of the equipment. Secondly, the attitude toward the job and toward the students is critical. The driver must realize that it is more important to be "respected" by the students than to be "liked" by them. Students can accept and will conform to rules and regulations, which are fairly, firmly and consistently enforced. Letting some students get away with breaking the rules in order to be nice so that they will like you is a sure way for the school bus driver to have trouble! This tactic will result in students losing respect for the driver. Most of the general public and, to a degree, school bus drivers feel that a school bus driver needs only to be trained to drive the bus safely. There is much more to the job as a school bus driver than that. A school bus driver may be the best defensive driver on the road. They may understand and obey all traffic laws. They may attend all training sessions available. They may be a model employee. They may keep their bus in excellent condition - BUT, if they refuse to get out of the driver's seat and get involved in solving the behavior problems on their bus, they are less than a professional school bus driver. The word "involved" is a key word in the training of good school bus drivers. What the driver learns during the training sessions is of little value unless the driver is willing to come to grips with each problem as it arises. Continued neglect of the problems of profanity, heads out of windows, an older student slapping a younger student and the smell of cigarette smoke and many others will cause these problems to grow until they become a major crisis. Parents and the general public are greatly concerned for the safety of their children. Prompt attention to the small problems in a fair, firm and consistent manner will keep them from becoming a major concern. How do we get drivers to be involved? First, the driver must have a clear and concise understanding as to their responsibility to the school district, students and their parents. Second, the driver must be taught the procedures to be used in carrying out the driver's responsibilities. This will be of little value, however, if the drivers lack the motivation to use what they have learned. There are several methods that can be used to motivate people. First is by example. Those in management must show enthusiasm and purpose in what they are doing. The driver needs to apply this in their relationship with the students. If the driver is untidy, dirty and ill-tempered, then he/she sets a poor example, which most assuredly will be reflected in the conduct of the students who ride his/her bus. Second, is pride in doing a good job. Management must establish goals and standards to be met to instill pride in accomplishing these goals. Recognition for a job well done is vital. Make the drivers feel they have done well and are considered professionals.

Third is the fact that enforced motivation is less desirable, but usually very effective and is to be used when all other methods fail. It is simply laying it on the line to the school bus driver that disciplinary action will be taken if the problem is not corrected. Responsible supervision and leadership along with a good training program creates an atmosphere leading to driver motivation. A school bus driver's ability to control students is closely related to the image the driver presents, not only to the students but also to the community as a whole. Parental confidence in the transportation program and the school bus driver is greatly influenced by the image the driver projects. Being a good safe driver who uses good judgment in handling problems in a fair, firm and consistent manner and giving equal treatment to all helps keep the bus on schedule and will project a very positive image. Characteristics that drivers should realize about individual student behavior that will help them understand student problems, moods and individual differences are:

1. Students generally would like to be older than they are and free of adult control.
2. Students like to be recognized for favorable traits or abilities.
3. To be recognized, students will sometimes cause problems.
4. Being singled out before a group or loaded bus, for disciplinary reasons is disliked by students. It is a very poor form of discipline and will cause more trouble.
5. Students like to be considered as equals by adults. Some positive discipline procedures for drivers to use in maintaining a consistent, well disciplined bus are:
 - a. Knowledge of district procedures for discipline problems is a must. Also, drivers must consistently follow these procedures.
 - b. Have a good working relationship with students.
 - c. The driver who can inform parents of discipline problems with diplomacy can solve problems through this procedure.
 - d. Keep school officials aware of discipline problems, offer suggestions for improving discipline and also being willing to accept suggestions from officials.
 - e. A list of students who ride each bus should be maintained.
 - f. Know the students - a good driver knows the names of all their students.

25 Suggestions For Improving The Driver's Image And Make Student Management Easier

1. Never give an order you do not mean to enforce.
2. The response of the child is an action. Give your command to stimulate action, not check it. Say "Do this," rather than "Don't do that." Suggest an action, which can successfully be obeyed.
3. Give a child time for reaction.
4. Have a reason for what you ask a child to do, and when possible, take time to give the reason – they will see the point if you can.
5. Be honest in what you say and do. A child's faith in you is a great help.
6. Be fair. It isn't punishment, but injustice that makes a child rebel against you.
7. Be friendly. Always show an interest in what they are doing.
8. Commend good qualities and actions.
9. Try to be constructive, not repressive, in all dealings with children.
10. Remember that a sense of humor is extremely valuable.
11. Never strike a child.
12. Do not judge misconduct by how annoying it is to you.
13. Never take your personal feelings and prejudices out on the children.
14. Maintain poise at all times. Keep your temper in check.
15. Remember - "The tongue is the only keen-edged tool which grows sharper with constant use."
16. Look for the good qualities. Every child has them.
17. Do not "pick" on every little thing a child does. Sometimes it is wiser to overlook some things.
18. Bear in mind that misbehavior is seldom willful. There usually is a cause and it may be in yourself or some other influence outside the child.
19. Listen for suggestions and complaints from each of the children.
20. Be fair, firm and consistent in all that you do.

21. Always set a good example.

22. Intelligence in handling youth consists of thinking faster than they do. If they can outthink you, you are not using your maturity. You should see possibilities coming before they happen. This is the secret of good leadership.

23. Defiance to established procedure comes from failure in some adults to keep the situation in hand. If there is a danger of a direct break, the child should not be forced. An adult's will should never be pitted against that of a child. It is far wiser to give some simple direction that will be mechanically obeyed and pick up the reins of control in a quiet way.

24. Never hold a child up to public ridicule. A sure way of creating a discipline problem.

Student Drop-Off Procedure

All students will be dropped off at the designated bus stop unless the parent/guardian submits in writing permission for the student to be dropped off at another location.

In the event a student is returned to school, school officials will try to contact the parent/guardian. If the parent/guardian is not available, then the emergency designee may be contacted. If these efforts are not successful, then the school site officials or the Transportation Department will call the Sheriff's Office for assistance. The state regulation governing the transportation of preschool children in which the parent/guardian or person authorized by the parent shall be responsible for providing safe supervision to and from the bus stop and delivery to/receipt from the driver assistant remains in effect.

DRIVER ASSISTANT'S TASKS AND DUTIES

Driver Assistants will be placed on vehicles that transport students who demonstrate behavior(s), which could disrupt the driver. The driver assistant would be able to perform the following tasks:

1. Manage behavior
2. Manage seating. Not assign seating (this is the discretion of the driver).
3. Operate the lift system
4. Supervise assistive devices usage
5. Load and unload students
6. Assist with emergency management
7. Assist with evacuation procedures
8. Implement special I.E.P. services
9. Communicate effectively with students
10. Communicate and establish positive relationships with parents. The job description of both the driver and driver assistant should be spelled out in detail so that each knows their role.

TRANSPORTATION OF SPECIAL NEEDS PUPILS

Pupil transportation personnel are vital to the educational programs available for special needs children. The pupil transportation supervisor is involved from the beginning in determining the needs and methods to be used when transportation is to be provided for special needs students. Transportation of special needs students may or may not require specialized equipment. It is very important that pupil transportation personnel be made aware of the requirements imposed by law in regard to providing the related service of transportation. Transportation is defined as:

- (i) Travel to and from school and between schools.
- (ii) Travel in and around school building
- (iii) Specialized equipment (such as special or adapted buses, lifts and ramps), if required to provide special transportation for a special needs child

Deciding When Transportation As A Related Service Is Important

The director/supervisor of pupil transportation must be in on this decision.

1. If a child is not identified as needing special education, there can be no related services and special student transportation.
2. If a child is identified as needing special education and transportation as a related service, then provision of this service must be without cost to the parents or guardians.
3. The need for special education does not automatically authorize the need for transportation. This is an IEP Committee pupil transportation personnel decision.
4. Pupil transportation personnel and an IEP Committee examine each transportation service situation independently.

Two (2) situations which require a determination are:

1. If a student resides within the prescribed walking distance to a school, but due to the nature of the special needs condition the student cannot safely reach the school, then transportation service is an appropriate related service recommendation.
2. If an emotionally special needs student has been suspended or transferred from a school to which the student previously walked and is being sent to a school, which 51 exceeds the prescribed walking distance, this student should now be provided transportation as a related service.

SBARC ROLE

The method of providing transportation for handicapped students rest with the director/supervisor of pupil transportation with input from the School Based Admissions and Release Committee (SBARC). The SBARC will make a comprehensive inventory of the pupil's needs as they relate to transportation.

1. The type of vehicle must be determined in advance. Some students may need to be transported in wheelchairs, or may require a specially designed car seat or vest to provide torso and/or head support.
2. Significant medical problems should be documented, especially the possibility of seizures, etc.
3. Alternate emergency drop-off points and telephone numbers of specified contact persons, shall be obtained.
4. Late registration or placement of a student into a different program after school begins usually affects routing and time schedules of one or all students on the bus. Several days time may be required before all schedule adjustments are made and possibly affect the start of transportation services for a particular student. A minimum of five school days planning time is usually required. Changes should not be made late in the school year unless absolutely necessary. Additionally, the SBARC must be familiar with state statutes, state and local regulations and policies for special needs transportation and should communicate to parents and/or guardians the statutes and policies in order to promote support and understanding of the transportation program.

LENGTH OF THE RIDE

The maximum length of the ride will be determined on an individual basis and reviewed periodically. These factors are considered in determining the length of the ride:

1. Location of the home to assigned school
 2. Nature of all students, including special needs (possibly necessitating a distant school placement)
 3. Rush hour traffic in urban areas
 4. Other unique situations requiring special arrangements
- ### **LOCATION OF PICK-UP AND DROP-OFF POINTS**
5. There are no requirements regarding pick-up and drop-off locations. Location of loading and unloading sites for students with special needs conditions may require alterations from standard operating procedures..

SPECIAL NEEDS STUDENT MANAGEMENT

Behavior management is the shared responsibility of both driver and aide. The driver or aide servicing special needs students requires knowledge and skill in managing special situations. Appropriate behavior management is necessary to ensure safe transit. An effective driver and aide team is one that provides for a systematic arrangement of the vehicle environment allowing maximum opportunity for the exhibiting of appropriate student behavior. Transporters should receive very specific training in mobility orientation and in total communication. It is important that drivers, aides and transportation personnel know what to expect from each student. The desired appropriate behavior may be achieved by:

1. Establishing a daily routine
2. Driver and aide functioning as a cooperative team
3. Minimizing the number of bus rules as much as safely possible
4. Making sure students have the ability to understand the rules
5. Communicating on the level of the student
6. Rewarding appropriate behavior with attention and praise
7. Handling problems in a consistent manner and within school system guidelines

Disciplinary And Suspension Procedures

Special needs students, like all students, are subject to disciplinary action(s) pursuant to the written rules of state and local education agencies. School bus disciplinary or suspension action should require an IEP committee review when this service is being provided as a related service. Since a special needs student may not be subjected to punitive action solely on the basis of being special needs, the problem that arises is determining the relationship between the proposed disciplinary action and the special needs condition. When the behavior for which the student is to be removed from the transportation service is the result of the student's special needs condition, the student cannot be deprived of access to special education. This is not to say that, if the behavior is of danger to the driver, driver assistant and/or other students, transportation may not be interrupted. However, it is recommended that an interruption in this service would necessitate an "emergency" IEP meeting to determine the relationship of the behavior causing disciplinary action to the child's special needs condition, and to determine alternative transportation services or methods. The suspension of the privilege of riding a school bus does not exceed five (5) school days for each incident. Should a suspension of transportation services exceed five (5) school days, the child and parents must be provided with procedural safeguards, and an IEP meeting should be called to determine if the student's special needs were a significant cause of the behavior that prompted the disciplinary action. If the determination is "yes," then the suspension should be rescinded. If the special needs was not a significant cause of the behavior, then the student should be subject to disciplinary procedures, which apply to all students who commit the same act.

Upon receiving a written complaint, the appropriate school official will respond as soon as possible. An immediate response to a problem will be of great benefit to all concerned. Suspension from the bus does not mean that a student is suspended from school (the parent or caretaker will be responsible for transporting the student to and from school). In the event that it is necessary to suspend a student from school as well as the bus, the local Board policy on long and short-term suspension of special needs students will apply. The school district administration should designate a person(s) to be available until all students and special needs buses have completed their trips and all students have been properly delivered.

BULLYING/HAZING

In order to effectively participate in the democratic process as adults, students must learn to respect the rights of others and to interact with them in a civil manner. Therefore, students are required to speak and behave in a civil manner toward students, staff, and visitors to the schools.

Actions Not Tolerated

The use of lewd, profane or vulgar language is prohibited. In addition, students shall not engage in behaviors such as hazing, bullying, menacing, taunting, intimidating, verbal or physical abuse of others, or other threatening behavior.¹ This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods. Such behavior is disruptive of the educational process and interferes with the ability of other students to take advantage of the educational opportunities offered.

These provisions shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

Students who violate this policy shall be subject to appropriate disciplinary action.

Bullying Defined by KRS 158.148

Bullying means any unwanted verbal, physical, or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated:

1. That occurs on school premises, on school-sponsored transportation, or at a school-sponsored event; or
2. That disrupts the educational process.

Program to Address

Each school, with assistance from the Superintendent/designee, shall implement a comprehensive program with the following goals to address bullying and hazing:

1. To send a clear message to students, staff, parents, and community members that such behavior will not be tolerated.
2. To train staff and students in taking proactive steps to prevent such behaviors from occurring.
3. To implement procedures for immediate intervention, investigation, and confrontation to students engaged in prohibited behavior.
4. To initiate efforts to change the prohibited behavior of students through education on acceptable behavior, discussions, counseling, and appropriate negative consequences.
5. To foster a productive partnership with parents and community members in order to help maintain a safe and civil environment.
6. To help develop peer support networks, social skills, and confidence for all students.
7. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Reports

As provided in the District Code of Acceptable Behavior and Discipline, students that believe they are victims of bullying/hazing shall be provided with a process to enable them to report such incidents to District personnel for appropriate action.

Employees are expected to take reasonable and prudent action in situations involving student welfare and safety, including following District policy requirements for intervening and reporting to the Principal or to their immediate supervisor those situations that threaten, harass, or endanger the safety of students, other staff members, or visitors to the school or District. Such instances shall include but are not limited to, bullying or hazing of students and harassment/discrimination of staff, students, or visitors by any party.

The District Code shall specify that reports of alleged instances of bullying or hazing shall be made to the Principal/designee. In serious instances of peer-to-peer bullying/hazing/ harassment, employees must report to the alleged

victim's Principal, as directed by Board policy 09.42811. The Principal/designee shall investigate and address alleged incidents of such misbehavior.

As directed by the Superintendent/designee, each Principal shall report on a periodic basis the number of bullying/hazing incidents and progress made toward reducing recurrence.

In certain cases, employees must do the following:

1. Report bullying and hazing to appropriate law enforcement authorities as required by policy 09.2211; and
2. Investigate and complete documentation as required by policy 09.42811 covering federally protected areas.

Notification

Within forty-eight (48) hours of receiving a serious allegation of bullying, District personnel shall attempt to notify parents by phone or registered mail of both student victims and students who have been accused of bullying.

Prohibition

Bullying is prohibited at all times on school property and off school grounds during school-sponsored activities or on school transportation. School staff shall provide for a prompt and equitable resolution of complaints concerning bullying. This policy extends to any/all student language or behavior including, but not limited to, the use of electronic or online methods and interferes with the ability of other students to take advantage of the educational opportunities offered. The provisions of this policy shall not be interpreted as applying to speech otherwise protected under the state or federal constitutions where the speech does not otherwise materially or substantially disrupt the education process, as defined by policy 09.426, or where it does not violate provisions of this policy.

Disciplinary Action

Students who engage in bullying of an employee or another student on the basis of any of the areas mentioned above shall be subject to disciplinary action, up to and including, but not limited to, suspension and expulsion.

Guidelines

Students who believe they have been a victim of an act of bullying or who have observed incidents involving other students that they believe to be an act of bullying shall report it. In each school building, the Principal/designee is the person responsible for receiving reports of bullying. The Principal/designee then shall provide the following:

1. Investigation of allegations of bullying to commence as soon as circumstances allow, but not later than twenty-four (24) hours of the original written complaint. A written report of all findings of the investigation shall be completed within ten (10) calendar days unless additional time is necessary due to the matter being investigated by law enforcement or governmental agency. The Principal/designee may take interim measures to protect complainants during the investigation.
2. A process to identify and implement, within three (3) school days of the submission of the written investigative report, methods to correct and prevent reoccurrence of the bullying. If corrective action is not required, an explanation shall be included in the report.
3. A process to be developed and implemented to communicate requirements of this policy to all students, which may include, but not be limited to, the following:
 - Written notice provided in publications such as handbooks, codes, and/or pamphlets.

- Such other measures as determined by the School Principal/designee.

Confidentiality

District employees involved in the investigation of complaints shall respect, as much as possible, the privacy and anonymity of both the victim and the person accused of violations.

Appeal

Upon the completion of the investigation and correction of the conditions leading to the bullying, any party may appeal in writing any part of the findings and corrective actions to the Superintendent. (Reference the appeal process in the Floyd County Schools Student Handbook & Code of Conduct.)

Retaliation Prohibited

No one shall retaliate against an employee or student because s/he files a written grievance, assists or participates in an investigation, proceeding, or hearing regarding the charge of bullying of an individual, or because s/he has opposed language or conduct that violates this policy. Upon the resolution of allegations, the Superintendent shall take steps to protect employees and students against retaliation.

False Complaints

Deliberately false or malicious complaints of bullying may result in disciplinary action taken against the complainant.

DRUGS AND ALCOHOL

Use of Alcohol, Drugs and Other Controlled Substances

The Floyd County grade range for terms of drug testing as applies to this policy is grades 6-12.

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled drug substances and drug paraphernalia;
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

DRUGS DEFINED

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

AUTHORIZED MEDICATION

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

PENALTY

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

REPORTING

Any school employee who knows or has reasonable cause to believe that a person has violated KRS 158.155 shall immediately report any use, possession, or sale of a controlled substance, or who receives information from a student or other person of conduct which is required to be reported, shall immediately cause a report to be made to the District's law enforcement agency and either the local law enforcement agency or the Kentucky State Police.

DRUG TESTING PROGRAM PURPOSE

In this day and time, alcohol and other forms of drug abuse have grown to major proportions in our society. The middle and high school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug free environment for the entire County middle and high school community.

The program consists of two (2) components:

1. Education and Prevention Plan
2. Drug Testing Policy

EDUCATION AND PREVENTION PLAN

Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all County middle and high school students but shall be required for all athletic and extracurricular team members and for students who will be driving or parking on school property.

TRAINING IN DRUG AWARENESS

County middle and high school teachers will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher's awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component. When substance abuse is suspected, teachers will confidentially consult with the Principal and counselor.

SEMINARS FOR PARENTS/GUARDIANS

Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to parent toward drug prevention.

ALCOHOL AND DRUG SAFETY POLICY

All student athletes/extracurricular participants/drivers and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

STATEMENT OF NEED

All athletic and extracurricular team coaches/sponsors and the administration of County middle and high schools recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of middle and high school students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for all middle and high school students.

Athletic teams and extracurricular activities covered by this policy shall apply to all middle and high school varsity and sub varsity athletic and extracurricular activities including, but not limited to, baseball, boys basketball, girls basketball, cheerleading, cross country, football, softball, tennis, track, volleyball, wrestling, academic teams, archery and clubs. All students who participate in these activities are covered under this policy. All students who drive a vehicle onto school grounds are also covered by the policy. The subsequent addition of any extracurricular activity, varsity or sub varsity sport shall immediately be subject to this policy.

STATEMENT OF PURPOSE

This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to middle and high school students who voluntarily choose to participate on athletic teams, in extracurricular activities, and/or to drive or park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law enforcement agencies for the prosecution of the student or to limit the student's participation in the school activities other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy (Superintendent or his/her designee, Principal, Assistant Principal, Counselor, DPP) or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy established a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student participants who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement to the specific athletic team or extracurricular activity involved.

Consistent with its purposes, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs;
2. To protect District students and their opponents from potential injury during competition resulting from the unlawful use of alcohol and drugs;
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs;

4. To assure students, parents, teachers and the community that the health, safety, education, and future success of the student participants are the primary concerns of the District.

IMPLEMENTATION AND REVIEW

All student participants and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be permitted to try out for any athletic team, become a member of an extracurricular activity at the middle and high school levels, or be authorized to drive or park on school property. A Substance Abuse Prevention Committee (Committee) shall be established and shall review and evaluate the effectiveness of the drug testing policy on an annual basis.

APPLICABILITY

This policy applies to all students choosing to participate in any extracurricular activity, including students/players at the varsity and sub varsity levels, and to students who drive or park on school property. Parents/Guardians may voluntarily place their child into the volunteer pool which tests ten percent (10%) annually at the expense of the Floyd County Board of Education. Parents must sign the consent to test form with an agreement for mandatory drug counseling for all students who test positive.

TESTING PROGRAM

Testing shall be accomplished by the analysis of urine specimens obtained from the student participants. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures;
2. Proper student identification;
3. Identification of each specimen with the appropriate student participant;
4. Maintenance of the unadulterated integrity of the specimen;
5. Integrity of the collection and testing process, as well as the confidentiality of test results (The specific testing process shall be on file at the testing laboratory approved by the Board.)

SUBSTANCES TESTED

Student participants' urine specimens shall be tested for substances which will be determined after consultation with the drug testing company.

FREQUENCY

The first year of implementation, all students participating in extracurricular activities shall be subject to random testing to include fifty percent (50%) of the total number of student participants. The second year and each year thereafter this population will be subject to random testing to include sixty percent (60%) of the total number of student participants annually.

Tobacco, Alternative Nicotine, or Vapor Products

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305, on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Evidence-based, age-appropriate nicotine prevention and cessation material shall be distributed to all students at the beginning of each school year, and students shall have access to the material throughout the school year.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these standards while under the supervision of the school shall be subject to penalties set forth in the Code of Acceptable Behavior and Discipline. For purposes of this policy, the term parent also includes the person serving as guardian.

PENALTIES

If a student under the age of twenty-one violates this policy, then the District will confiscate the alternative nicotine products, tobacco products, or vapor products and:

1. For the first incident, the school counselor or other school-based mental health services provider shall provide to the parent or guardian and the student evidence-based, age-appropriate nicotine cessation information to include but not be limited to materials, programs, and referrals for treatment;
2. A second incident shall result in providing information listed above and disciplinary action as determined by the Board and included in the District Code of Acceptable Behavior and Discipline; and
3. Third and subsequent incidents may result in an in-school or out-of-school suspension. The school shall provide the opportunity for a student to complete an evidence-based, age-appropriate nicotine education program during an in-school suspension.

REPORTING

No later than August 1 of each year, the Board shall submit a report to the Kentucky Department of Education that includes:

- a. The number of behavior incidents for each alternative nicotine product, tobacco product, and vapor product, listed by school and grade; and
- b. The number of incidents for which medical intervention was provided, listed by school, grade, and product.

SCHOOL RELATED TRIPS

Extension of Classroom

The Board endorses school-related curricular and co-curricular trips of significant educational value and aligned to the state and local courses of study and the Comprehensive Improvement Plan. Such trips are to be an extension of the regular classroom work and an integral part of the educational program.

In order for students to be counted present during school-related trips during the school day, the activity must be co-curricular or instructional.

Purpose

Field trips make students appreciate the relevance and importance of what they learn in the classroom. The purpose of these trips may include, but not be limited to:

- Content
- Socialization
- Community Involvement/Instruction

Field Trip

A field trip is a visit to a place outside the regular classroom designed to achieve certain objectives which cannot be achieved as well by using other means and is any trip away from the campus by a group of students supervised by a faculty member/school personnel.

Categories of Field Trips/Criteria

Curricular Trips-Curricula field trips provide students the opportunity to deepen, broaden, and integrate their knowledge of Kentucky's Academic Standards. Out-of-classroom experiences should provide rich opportunities for students to establish differences as well as connections/relationships among various core concepts. As a result of the field trip experience, students will be able to analyze and synthesize content knowledge at higher performance levels-specifically performance descriptors that can be found in the proficient and distinguished range of assessment. These field trips should provide classroom teachers the opportunity to engage students in higher levels of thinking as well as an interdisciplinary approach to content.

1. Select the concepts of objectives to be taught on the trip.
2. Identify a site which will help students achieve the desired objectives. Principals, SBDM councils and trip planners need to take into consideration the economic/financial means of the families and communities when making decisions about the proposed sites for these trips. If the same objectives can be achieved at closer or less expensive sites, consideration should be given to these alternatives.
3. Prepare lesson plans and assessments that will implement objectives as well as measure the effectiveness of student learning. Identify core content to be covered and performance descriptors to be targeted.
4. Plan an agenda.
5. Identify funding sources.
6. Obtain school approval: discuss with the Principal and other school staff.
7. Acquire parental approval.
8. Seek Board approval if needed.
9. Prepare students for the experience of the trip: laying necessary groundwork, reviewing necessary objectives and outcomes.
10. Arrange for logistics of trip: food, chaperones, transportation, and equipment.
11. Engage in student assessments after the field trip has been completed/share results with other interested staff.
12. A feedback form shall be completed on-line at the end of each trip in order to facilitate other planning of future trips.

Co-curricular-those student trips that are related to the classroom curriculum

1. All co-curricular (academic related) field trips, contests or competitions must be approved by the SBDM council, Principal and the Director of Instruction (i.e. speech and debate, drama club, future problem solving, Beta Club, newspaper/yearbook, etc.)
2. No school instructional time may be lost for travel to or from a co-curricular field trip, contest, or competition without approval of the school Superintendent.

Athletics/Extracurricular

1. For high schools, all athletic-related contests or extracurricular competitions must have the prior approval of the athletic director/Principal at each school.
2. For middle and elementary schools, all athletic-related contests or extracurricular competitions must have the prior approval of the Principal.
3. The field trips must meet the guidelines established by the Kentucky High School Athletic Association (KHSAA) and/or the Floyd County Schools policy and the criteria within the policy.
4. No instructional time may be lost for travel to or from any regular interscholastic athletic contest unless a "special" circumstance arises in which the school Superintendent/district designee can grant permission.
5. Out-of-state and trips that require the use of commercial carriers require Superintendent/Board approval.

Field Trip Requests

Field trip requests shall be approved by the Principal prior to forwarding the request to the Central Office for approval by the Director of Instruction for the school. Field trip requests must be submitted to the transportation department 7 days prior to the trip. If the trip is to be out-of-state, requests shall be submitted to the Central Office by the Principal at least ten (10) calendar days prior to the Board meeting.

All trips that require approval by the Superintendent and the Board of Education shall be submitted and approved before fund-raising/planning begins for that trip.

Transportation Arrangements

Arrangements for school system transportation shall be made by the Director of Transportation after the trip request receives approval of the Director of Instruction. Out-of-state trips must be approved by the Board.

The transportation of students on regular daily routes shall receive first priority before the assignment of buses for school-related trips. School-sponsored trips requiring the use of a school bus shall be limited to a 275-mile radius.

Drivers/Vehicles

All District-owned vehicles shall be driven by an adult duly qualified and licensed to operate the vehicle. Drivers of school vehicles and operation of District-owned passenger vehicles transporting students shall be in compliance with requirements specified in applicable statutes and administrative regulations.

The Board recognizes that while participation in co-curricular or extra-curricular activities is a privilege and not a right for students, it is not the desire of the Board to place an undue burden on either the student or the parent/guardian of the student who participates in such activities. The Board fully accepts responsibility for the supervision and safety of students participating in Board sponsored events or activities and believes that responsibility begins when students enter the grounds of a Board owned facility to participate or when the student boards transportation provided by or approved by the Board to an off campus or "away" game or event or when the school coach or sponsor receives the student from the parent or guardian at any event site that is not controlled by the Board.

Where the Board provides transportation to and from off-campus or "away" games or for other school- or District-sponsored activities or events, participating students must use Board-provided or -approved transportation, unless they are released from the requirement by the Superintendent or designee due to circumstances that can reasonably be regarded as placing an undue burden for participation on the student or the parent/guardian of the student. It is the expectation of the Board that release from the student transportation requirement shall not conflict with the authority of a coach to require members of a school team to travel together to a competition. The release will be considered or granted for a student traveling to/or from an event with the parent/guardian of the student or an individual on the school checkout list with written parental consent.

If there is one (1) child that is attending an event, then the parent has the option of transporting the child. The parent must sign a waiver before this can occur.

Supervision

A certified or classified staff member must accompany students on each vehicle and/or bus on all school-sponsored or school-endorsed trips. For athletic trips, a non faculty coach or a non faculty assistant may accompany students as provided in statute. Persons designated to accompany students shall be at least twenty-one (21) years old.²

The staff member accompanying students on the trip shall supervise students upon return until all students are picked up by a parent or guardian.

The Principal shall approve all chaperones who will be responsible for the behavior of the passengers. The number of chaperones, each of whom shall possess a satisfactory crime check and be approved by the Principal, shall be sufficient to supervise the number and maturity level of students in comparison to the purpose and location of the trip.

Medication

If prescribed medications must be taken during the trip, the student shall place such medications (along with a card on which the student's name, instructions for dosage, and emergency information/contacts are written) in a see-through bag and shall give this bag to the person in charge of the trip.

Administering of medications during field trips shall be in accordance with Board policy 09.2241 and associated procedures and shall comply with applicable law, regulation and medication administration training developed by the Kentucky Department of Education.

When students will be traveling outside the state, the Superintendent's designee shall do the following:

1. Determine applicable legal requirements concerning delegation of student medication responsibilities in states through which students will be traveling; and
2. Assign staff to accompany students on the field trip to address student medication needs.

Removal of Student From a Trip

If it is determined that a student should be removed from a school-related trip for disciplinary reasons, the student's parent shall be contacted. The parent shall be given the following options from which to choose:

- Have the student returned home accompanied by a chaperone;
- Having the student remain on the trip, but not participate in any activities and be under close supervision of a faculty member/chaperone; or
- Picking up the student at the location of the trip.

Insurance

Only Board-insured vehicles or appropriately certificated common carriers shall be used for transporting students.³

Certificated Common Carrier Service

Use of certificated common carrier service shall be authorized by the Board on a case-by-case basis, and the reasons to justify such use shall be cited in Board minutes.³

Verification of the certification and insurance standards of a certificated common carrier shall be determined by the Director of Transportation before a request for approval is made to the Board.

Parents' Approval

Parents are to be informed of the nature of the trip, the approximate departure and return times, means of transportation, and any other relevant information. Parents must give written approval for students to participate in school-sponsored trips.

Reimbursement

The individual schools shall reimburse the Board at the rate required by the Kentucky Department of Education for the Board-approved use of vehicles by athletic teams or other student groups representing the school system.

GRIEVANCES

PROCEDURES

The Superintendent shall develop specific grievance procedures to include, but not be limited to, the opportunity for grievances to be addressed and resolved at each level of the chain of command from the point of origin, time limitations for the filing and the appeal of a grievance, and procedures for the orderly review and appeal of each individual grievance.

Grievances are individual in nature and must be brought by the individual grievant. Any hearing before the Board should be in executive session.

The Board shall take action only on those grievances that fall within the authority of the Board.

GENERAL GRIEVANCES

The Board will hear grievances only after unsuccessful resolution by the employee's supervisors.

PERSONNEL ISSUES

The Board will not hear any grievance concerning personnel actions taken by the Superintendent/designee, unless the grievance is based on an alleged violation of constitutional, statutory, regulatory, or policy provisions.

Before accepting a grievance appeal, the Board shall seek the advice of the Board Attorney as to whether the appeal falls within the requirements of this policy. Any personnel grievance not falling within the requirements shall be appealed only to the level of the Superintendent.

The Board shall not hear grievances concerning simple disagreement or dissatisfaction with a personnel action.

PBIS

Positive Behavior Interventions and Supports:

1. Creating a positive School Climate
2. Preventing the majority of problems behaviors before they occur
3. Changing the environment and adult behavior first
4. Teaching and reinforcing positive behavior
5. Responding to behavior errors as you would learning behaviors

Have clear expectations, encourage positive behavior, build relationships, and correct behavior errors.

Setting Clear Expectations

1. Creates a universal language
2. Increases consistency across settings
3. Helps adults problem-solve with students
4. Changes the climate by focusing on what to do instead of what not to do

Post and teach expectations, use posters to review, and use expectations to redirect students.

Encouraging Positive Behavior

1. Focuses attention on desired behaviors
2. Increases the repetition of desired behaviors
3. Fosters positive climate

Praise desired behavior before addressing problems, communicate with adults at the school about which students are doing well, give students tangible reinforcements.

Building Positive Relationships

1. When students feel connected to the adults around them, they are more likely to want to demonstrate positive behavior
2. Students need a variety of positive relationships to stay connected to school
3. Positive relationships decrease the likelihood that conflict will occur

Make eye contact, use students names, greet students, provide ways for students to greet you, and send them off the bus in a positive manner.

Correcting Behavior Errors

1. Give students information about what to do when they are off track/path
2. View problem behaviors as a learning error
3. Allow adults to remind the student about what is expected and what behavior to change

Remind all students about bus expectations, encourage students who are demonstrating the desired behaviors, make clear, calm, and specific requests for behavior to change, give students time to comply with requests, and use a neutral, emotion free tone.

Consequences

Frequency moving from left to right.

Mark Violation	DISCIPLINE VIOLATION	RECOMMENDED DISCIPLINARY OPTIONS						
		Warning	1 day Off Bus	3 days Off Bus	5 days Off Bus	10 days Off Bus	Applied Student Discipline Code	Referred for Possible Bus Expulsion
	Insubordination/back talk	X	X	X	X			
	Vandalism (restitution to be made)					X	X	X
	Not staying/refusing to sit in assigned seat	X		X				
	Physical/verbal abuse of personnel			X	X	X	X	X
	Weapons/drugs/alcohol						X	X
	Fighting			X	X	X	X	X
	Fireworks/open flames			X	X	X	X	X
	Possession of prohibited items			X	X	X		
	Use of tobacco products/spitting	X	X	X	X		X	
	Profanity/indecent/abusive language	X	X	X	X		X	
	Eating/drinking/littering	X	X	X				
	Harassment/hazing/threatening	X	X	X	X		X	
	Excessive noise/screaming	X		X	X			
	Throwing items (in or out of bus)			X	X	X		
	Delaying bus run/schedule	X	X	X	X			
	Forgery/falsifying documents or signatures			X	X			
	Sexual behavior/inappropriate gestures	X	X	X	X		X	
	Lice/contagious disease	X	X	X	X			
	Body parts/objects out the window	X	X	X	X			
	Disrupting/impeding driver	X	X	X	X	X		X
	Defacing/tampering with bus equipment	X	X	X	X	X		
	Pushing/tripping	X	X	X	X			
	Other (specify)							