

**POLICY: 911. STUDENT TRANSPORTATION SERVICES**

It is the policy of the Arrowhead District Transportation Cooperative (ADTC) to provide safe, regular, and economical transportation services in compliance with the laws of the State of Wisconsin and the regulations of the Department of Public Instruction and the Department of Transportation relating to student safety and transportation.

The District shall provide transportation for all regularly enrolled students whose eligibility shall be determined by meeting the following conditions:

1. Who reside two (2) miles or more by the most usually traveled and direct route.
2. Students with disabilities as defined in State Statute 115.76(5).
3. Private school students who are residents of the District in accordance with State Statute 121.54(2).
4. Hazardous conditions as outlined by State Statute 121.54(9)(a).

The superintendent of schools or his/her designee shall assist in developing the routes and cluster pick-up points with the transportation contractor.

In order to provide for safe transportation of students to and from school, field trips, and extra and co-curricular activities, the superintendent shall develop and publish guidelines relative to bus usage, conduct, and discipline.

### ALTERNATIVE TRANSPORTATION

Parents may request the ADTC to permit bus transportation to or from a home within the District other than the regular residence for the purpose of childcare. Requests shall be honored and processed contingent on the following qualifications and conditions.

1. The child must live in an area of the school district that qualifies him/her for bus transportation.
2. Space is available on the bus serving the alternate stop.
3. The point of pick-up or drop off for alternate transportation **must** be on an existing District bus route. (Existing current bus route must go past a qualified childcare provider residence or designated bus stop.) The route cannot be altered or additional mileage or stops added.
4. Service must be accepted on a regular and continuous basis. The service provided must be on a Monday through Friday basis. Students may have only one designated pick-up and drop off point. If room is available on route the pick-up point does not necessarily have to be the same as the drop off point.
5. Requests must be made in writing to the school administrator at least two (2) weeks in advance of the commencement of the alternate transportation.
6. Applicants shall be accepted on a space available, first come, first serve basis.
7. The ADTC reserves the right to deny any alternate transportation requests in the best interest of the School District.

## OPEN ENROLLMENT

The parent(s) of an open enrollment student is responsible for transportation. However, the Arrowhead District Transportation Cooperative (ADTC) member districts may transport public school open enrollment students. Requests will be honored and processed contingent on the following qualifications and conditions. The District shall provide transportation to a full-time, non-resident open enrollment if so specified in an Individual Education Plan.

1. The child must qualify as a non-resident open enrollment student as per district policy.
2. Space must be available on the bus route.
3. The point of pick-up or drop off must be an existing stop on an existing route. The route cannot be altered and additional mileage and/or additional stops cannot be added. Buses will not travel out of the district to pick up an open enrollment student.
4. The drop off or pick-up point must be the regular drop off or pick-up point.
5. The student shall have proper and adequate supervision, which is the responsibility of the parent/guardian, to and from the bus stop, and while the student waits for the bus.
6. Service must be accepted on a regular and continuous basis. The service provided must be on a Monday through Friday basis. Students may have only one designated pick-up and drop off point.
7. The cost to transport each open enrollment student shall be the previous year's average ADTC annual cost per pupil transported. If transportation begins after the start of second semester, the cost for the remainder of the year is half of the above mentioned cost. There will be no proration of the above costs. Full payment must be received prior to commencement of service. Payment will be made to the school district of attendance.
8. In the event that an overload occurs as the year progresses, the last non-resident open enrollment student added to the bus route will be taken off. A prorated refund will be made only to students taken off the bus route due to overload. A refund will not be made for any other reason.
9. Applicants will be considered on a space available, first come, first serve basis.
10. The ADTC member school district reserves the right to deny any non-resident open enrollment transportation request in the best interest of the School District.
11. The parent or guardian must complete and sign the Agreement for Private Pay Transportation Service.

## USE OF VIDEO CAMERAS ON BUSES

The use of video cameras on buses is authorized for the express purpose of maintaining order, preventing vandalism or other illegal activities and ensuring that all students have a safe and positive experience while riding on the bus.

Parents shall be notified that video cameras are being used on buses at the start of each school year, through written communication in the Student-Parent Information Guide and Directory. A sign shall be posted in the front of each bus indicating that video cameras may be in use.

The District recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The District further recognizes that any videotapes created are student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these videotapes are confidential and disclosure or review is limited to those persons authorized by law to inspect pupil records.

The Transit Company and the District shall jointly determine the rotation regarding on which buses video cameras shall be located. The Manager of the Bus Company shall maintain a log that includes the date, bus number and bus driver's name for each camera used. Bus drivers do not need to be informed on which buses video cameras are operating. Individual drivers and principals may request that a video camera be used on a specific bus on designated dates.

Videotapes shall be maintained by the Manager of the Bus Company in a safe and secure location. The videotapes shall be maintained confidential by the Bus Company, as agents for the District, consistent with applicable federal and state laws. If there are no reported bus problems pertaining to the date a videotape was recorded, the Bus Company may erase or reuse the videotape after ten school days per the ADTC calendar.

Access to and use of videotapes shall be limited as follows:

1. When needed, videotapes shall be maintained under the control of the building principal, who shall limit viewing of tapes to the purpose of documenting the incident for which a student is being disciplined. Viewing of the tape shall be restricted to personnel necessary for the purpose of documentation and disciplining.

The District reserves the right to introduce a videotape at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable Wisconsin and federal law.

2. The videotapes shall not be available for viewing by the general public, media, or other individuals. Building principals and/or District administrators may authorize other individuals, such as guidance counselors, school psychologist, or social workers, to view segments of the videotape if:
  - a. Such individuals are working with the student on the videotape because of a behavior, emotional, or learning problem; and
  - b. Viewing the videotape would be beneficial to their role in assisting the student.
3. A log shall be kept by the building principal of all requests to use a videotape, including the date(s) of request and the names of all individuals who viewed the videotape.
4. Use of any videotape by the Bus Company shall be by permission of the Supervisor of Transportation and shall be limited to viewing by the Bus Company Manager and the bus driver involved.
5. Final release for re-use of any videotape held for the purpose of documenting a problem shall be authorized by the superintendent of the local district.

## **BUS SCHEDULES**

1. Bus routes and schedules are subject to change at any time throughout the year. A two-day notice is recommended.
2. Students are to be ready at the designated bus stop at least five (5) minutes prior to the designated time for the scheduled stop.
3. Bus stops shall be scheduled to serve the majority of the students in a given location. Routes shall be set up to best serve the majority of the residents of a subdivision. Note – buses shall not stop at every home, nor shall they travel each and every cul-de-sac of a subdivision.
4. Bus stop locations shall be determined by the transportation provider and the specific school being served.

5. If nobody is present at a specific bus stop, the bus is not required to stop. Special consideration shall be used on days of inclement weather.
6. Bus routes and schedules shall be adjusted during the first two (2) weeks of the school year.

## BUS SERVICE

1. The District's responsibility for individual students begins when students enter the bus and ends when students depart the bus. It is the responsibility of parents/guardians to ensure student safety until they enter and after they depart the bus. The District recommends that a parent/guardian or responsible person accompany students to and from the bus stop. The parent/guardian should allow for at least a 5-10 minute window in the event of early pick-up and/or drop-off.
2. Major subdivisions shall be served by a route, which shall serve the majority of the residents. Cul-de-sacs shall not be used unless it is necessary to turn the bus around to return to the major roadway or if it exceeds the walking distance criteria.
3. Walking distances
  - a. Walking distances for elementary age (PK-8) students shall be up to .3 miles from the end of their driveway to the pick-up location.
  - b. Walking distances for students in grades 9-12 shall be up to .7 miles from end of driveway to the pick-up location.
  - c. If the student lives on a route that has been determined as hazardous by the Sheriff's Department, the student shall be picked up at the driveway and the main highway where the student resides.
4. School Buses shall not be permitted to travel on private roads or driveways.
5. If on a specific day, a student is **(walkers and eligible District students)** to be transported to a different drop-off point on an existing route, and if space is available, he/she must give the school bus driver a written note signed by both the parent and the principal.
6. Bus Stop Hazards – If a parent has a concern about a Hazardous Condition that they feel exists within the walking area between their home and the bus stop, they may appeal to the ADTC to have a determination made about their bus stop.
  - a. Exceptions to the walking distance policy can be made by appealing to the Arrowhead District Transportation Cooperative.
  - b. Variances and any exceptions to the policy shall be subject to approval by a representative of ADTC.

## STUDENT BUS CONDUCT

Since it is ADTC's policy is to provide transportation to certain categories of students, it is fitting and proper for the School Board to also establish rules and disciplinary policies governing student conduct on school buses. The main objective of rules and disciplinary policies is to insure safe and orderly transportation of all student passengers. Students are responsible for obeying these rules or face disciplinary measures, which can include loss of bus riding privileges for a period of time.

Principles of Conduct on the bus are the same as conduct in the classroom. They include, but are not limited to the following:

Bus Rider Rules Prior to Loading:

1. Students are to stay off the road while waiting for the bus.
2. Students are to wait for the bus in an orderly manner.
3. The bus must come to a complete stop before students may enter.
4. Students are not to push while entering the bus.

While on the Bus:

1. Students shall treat the bus driver with respect. The bus driver is responsible for maintaining order on the bus.
2. Throwing of any object is not allowed on the bus.
3. Having arms, heads, or any object extended out the window is not allowed.
4. Bus riders are not allowed to leave seats while bus is in motion.
5. Any damage to the bus shall be paid for by the offender.
6. No tobacco use or profanity is allowed on buses.
7. No littering or fighting.
8. No pushing or tripping.
9. High school students are not allowed to ride the elementary buses.
10. Students shall only ride the route to which they are assigned.
11. Students who do not qualify for transportation are not allowed to ride unless given permission by the Principal.
12. Students are to leave bus equipment alone.
13. Bullying will not be tolerated.

After Leaving the Bus:

1. If necessary to cross the road after leaving the bus, only cross in front of the bus within sight of the driver and then only after looking both ways to be sure no traffic is approaching and then only after the proper hand signal from the driver is given.
2. Driver shall not discharge riders at stops other than regular designated bus stops or at school. Exceptions shall be made only under proper authorization by a school official.

Extra-Curricular Trips:

1. The above rules apply to all trips taken by the school for extra curricular purpose.
2. Students must respectfully obey the directions of school appointed chaperones on extra-curricular trips.

Miscellaneous:

1. The School District shall provide supervision on school grounds for loading students. These supervisors are responsible for keeping order and discipline during the loading process on school grounds.
2. On school field trip, teacher and parent chaperones are responsible for keeping order and discipline on buses.

TRANSPORTATION DISCIPLINE

Bus ridership is a privilege, not a right. Students' bus behavior shall be no different than the behavior expected in the typical classroom environment. Respect for others, care for bus equipment and the well being of other bus riders shall be the normal expectation. Misbehavior of students shall be reported immediately by the bus operator to the principal of the school. The following steps shall be followed:

ADTC recommends a policy of progressive discipline such as the one illustrated below. Each discipline case should be handled on an individual basis by the proper School District personnel depending on the severity of the action. Parents shall be informed of any disciplinary action.

1. Parents shall be involved with first situation. A record of the problem shall be retained.
2. If a second problem (of any type) develops, the student shall be suspended from riding the bus for a minimum of three (3) days.
3. If another problem develops, a suspension of one (1) week shall be put in effect.
4. Further, more permanent action shall be determined by the individual district if problems persist. Depending on the type of behavior (i.e., throwing objects) the incident could be referred to police officials.

Parents and students shall be notified in written form of all bus expectations at the time bus route information for the new school year is provided.

Revised 11-1-10; 5-19-11

**POLICY: 912. STUDENT CONDUCT ON SCHOOL BUSES**

It is a privilege to ride the bus to school. The District's Bus Discipline Policy provides the following consequences for misbehavior:

1. First Incident – Warning.
2. Second Incident – Ten (10) days removal from bus.
3. Third Incident – One semester (18 weeks) removal from the bus.

# **PROCEDURE**

**POLICY: 913. USE OF SCHOOL-OWNED OR LEASED VEHICLES OR PERSONAL VEHICLES BY STAFF, STUDENTS, AND VOLUNTEERS**

When the operation of a school bus is not economical or practical, school-owned or leased vehicles may be used for student transportation, employee transportation and maintenance activities. All vehicles used for school and/or school district purposes shall be driven by someone who holds a valid appropriate Wisconsin driver's license, and if students are involved, has filed a volunteer driver form and shall be in compliance with any state student alternate transportation requirements.

When the District organizes, provides or designates transportation, student participants in co- or extracurricular activities shall not provide transportation for themselves or other student participants. Students participating in co- or extracurricular activities within the District may be allowed to drive their own vehicles or parent vehicles to/from extracurricular activities with their parent's and the school's permission. The administration, working in conjunction with the coaches and staff, may allow chaperones, parents or volunteers to ride in buses or District vehicles. In the event of an emergency, the supervising administrator shall be contacted immediately.

All traffic citations incurred using District or personal vehicles for school business and the payments/forfeitures or fines are the responsibility of the drivers.

Employees attending out-of-District meetings may drive school-owned vehicles if they have permission and if the vehicles are available for that purpose. An employee may take a school vehicle home when there is a scheduled trip on the following day or when returning from a trip with the permission of the appropriate administrator. In cases of approved trips where school vehicles are not available, employees shall provide their own transportation and shall be reimbursed at the Board-approved rate. Employees serving in more than one location in the District shall be required to provide their own transportation and shall be reimbursed on a per mile basis in accordance with established District rates.

Staff, students, and volunteers using personal vehicles for school purposes must ensure the personal vehicle is insured. Insurance on the personal vehicle is primary. If involved in an accident, personal insurance coverage limits must be exhausted before any district insurance coverage is involved.



# PROCEDURE

**ARROWHEAD UNION HIGH SCHOOL  
 FIELD TRIP REQUEST FORM – TRANSPORTATION REQUEST**  
 Please complete each section as is necessary for this request - (A, C, D)

<p>A. Teacher requesting: _____          Class/Group: _____          Purpose of activity: _____          _____          _____          _____  <b>DESTINATION WITH ADDRESS (If New Location):</b>          _____          Number of students to participate: _____              With Chaperones: _____          Chaperones Names: _____          _____          Number of buses requested: _____          Number of vans requested: _____          Special Education Only:              Wheelchair _____ Car Seats _____          Is A Trip Estimate Needed?   Y       N          Will staff member drive own car: _____          Note: No students may ride in staff member personal car.          For planning purposes:          Bus Sizes: 54 or 44 total          Van Sizes Including Driver: 6, 8 or 9</p>	<p>C. Date request submitted: _____          Date of activity: _____</p> <p><b>Time:</b>          Bus to arrive to load: _____          Bus to leave AHS: _____          Bus to arrive at destination: _____          Bus to leave destination: _____          Time parents can expect bus to          arrive at AHS: _____</p> <p>Van(s) Pick Up Time: _____          Van(s) Return Time: _____</p> <p><b>NORTH CAMPUS LOADING: (Check)</b>              __ Door 1-Main           __ Door 9-Pool              __ Door 3-Science       __ Door 15-Athletic              __ Door 6-Bus Ed</p> <p><b>SOUTH CAMPUS LOADING: (Check)</b>              __ Entrance D –East Side              __ Entrance F -By music department</p> <p><b>OTHER:</b> _____</p>									
<p>B. <b>Approvals:</b></p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:70%;"></th> <th style="width:15%; text-align: center;">Signature</th> <th style="width:15%; text-align: center;">Date</th> </tr> </thead> <tbody> <tr> <td>1. Department Chair: _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">/ _____</td> </tr> <tr> <td>2. Principal: _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">/ _____</td> </tr> </tbody> </table> <p>Administrative denial date: _____</p> <p>Returned to originator for clarification (note reason)          _____ (date)</p> <p>Budget Acct. #: _____</p> <p>Activity Acct. #: _____</p>		Signature	Date	1. Department Chair: _____	_____	/ _____	2. Principal: _____	_____	/ _____	<p>D. <b>Who shall be responsible for:</b></p> <ul style="list-style-type: none"> <li>_____ 1. Issue and collect signed parent permission slips?</li> <li>_____ 2. Issue and collect student attendance/clearance slips?</li> <li>_____ 3. Provide list of students' activity to nurse's office? (5 days prior to event)</li> <li>_____ 4. Provide accurate attendance data to office on day of event?</li> <li>_____ 5. Make necessary phone calls to parents after trip returns to AHS for whatever reason?</li> <li>_____ 6. Make immediate follow-up to principal for student discipline reasons.</li> </ul>
	Signature	Date								
1. Department Chair: _____	_____	/ _____								
2. Principal: _____	_____	/ _____								



## AUTHORIZATION FOR MOTOR VEHICLE RECORD

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I understand that a Motor Vehicle Record search and inquiry will be made on myself. This information is to be gathered in accordance with the Driver's Privacy Protection Act.

I authorize without reservation, and direct any party or agency contracted in this investigation to furnish the above mentioned information. I hereby further certify that a photocopy of this authorization may be considered as valid as the original.

By signing this authorization, I hereby release and discharge Arrowhead Union High School District, their agents and officers, from any and all claims that may now and in the future arise from or are in any way related to any information obtained during these inquiries.

Staff, students, and volunteers using personal vehicles for school purposes must ensure the personal vehicle is insured. Insurance on the personal vehicle is primary. If involved in an accident, personal insurance coverage limits must be exhausted before any district insurance coverage is involved.

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Name (signature)

Today's Date

---

Name As It Appears On License (print)

---

Social Security Number

Date of Birth

---

Drivers License Number

State That Issued License

---

Sport/Activity

10-2014

**The Arrowhead Union High School District**

South Campus/District Office • 700 North Avenue • Hartland, WI 53029 • (262) 369-3611 • FAX: (262) 367-7406

North Campus • 800 North Avenue • Hartland, WI 53029 • (262) 369-3612 • FAX: (262) 369-0996

<http://www.arrowheadschoools.org>

# PROCEDURE

**POLICY: 920. USE OF SCHOOL-OWNED EQUIPMENT**

**ARROWHEAD UNION HIGH SCHOOL DISTRICT  
USE OF SCHOOL-OWNED EQUIPMENT FORM**

The undersigned user, student, or student's parent/guardian hereby acknowledges receipt of the property of the Arrowhead Union High School District, which is listed below.

In consideration for said property being thus issued to me, I do hereby agree:

1. To fully pay the said owner for any loss or damage to said property so issued, and for which I am responsible.
2. To keep said property in good and proper repair.
3. To surrender to said owner any property issued to me, as herein provided, at any time upon notice to me, by the administration.

I understand thoroughly that all other property connected with the said organization belongs to the said owner, and are subject to recall at any time.

-----  
**Equipment Type/Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Serial Number:** \_\_\_\_\_

**Replacement Value:** \$ \_\_\_\_\_

**Additional Item(s) – Make/Model:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_ **Replacement Value:** \$ \_\_\_\_\_

**Additional Item(s) – Make/Model:** \_\_\_\_\_

**Serial Number:** \_\_\_\_\_ **Replacement Value:** \$ \_\_\_\_\_

**Date of Issue:** \_\_\_\_\_ **Date of Return:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of User or Student*

\_\_\_\_\_  
*Phone Number*

I guarantee the above agreement on the part of the student.

\_\_\_\_\_  
*Signature of Student's Parent/Guardian*

\_\_\_\_\_  
*Phone Number*

**POLICY: 941. MEAL CHARGE POLICY – FOOD SERVICES MANAGEMENT**

**PROCEDURE FOR NOTIFYING FAMILY OF ACCOUNT STATUS**

- A. The parent/guardian will be notified when the individual student account is at \$5.00 or less.
- B. Grades 9-12 will be given a verbal notification or written notice by the Food Service staff.
- C. Students will be notified in line each day that their account is less than \$5.00. Modification of the dollar amount may be made for students receiving reduced meals.
- D. If the individual account is less than adequate to pay for lunch, the student will be allowed to charge two meals. When the account is negative, the Food Service Staff will send a letter home via email or will call the family. No a la carte purchases will be permitted on the account when the account is less than adequate to pay for the items.
- E. After the second day, the building principal or their designee will contact the family and review with them their responsibility to provide meals for their student. If the family account falls below (-\$5.00), the account will be set inactive until the account is current.
- F. Accounts that are negative are reviewed throughout the calendar year.