

# Maquoketa Community School District

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Director of Transportation/  
Manager of Support Operations

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**Maquoketa Community School has a policy, which must be followed to the letter.**

We will not allow students to ride on a bus that is not their regular assigned bus without a note or phone call. **There will be no exceptions!**

There must be a phone call or a note or we will keep the students at school unless they want to go to their home address. If we can make a phone call to check things out we will, but we will not let students ride a bus to a different stop without a note or a phone call.

If we make a stop for five days and no one rides, we will no longer make the stop. The family will need to call the bus barn to say they want to begin riding again.

If there is a day when your student is not riding, we would appreciate a call to the bus barn.

The bus will make every stop, but we do not honk or wait. The student must be out there or on their way. Previous route students will be the same time as the previous year unless called.

We try to run the buses on a tight, but safe schedule. We appreciate your help.

Sincerely,  
Craig Muhlhause  
Director of Transportation  
652-3323 or 652-4616

Policy Title: Student Bus Conduct Requirements

It will be the responsibility of the Transportation Director with the consultation of the Superintendent of Schools to develop written student bus and transportation discipline rules and regulations.

These rules and regulations shall be distributed to all students and/or their parents or guardians at the time of student registration.

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy, and administrative regulations.

Should a student violate any of those rules and regulations, the Transportation Director has the authority to suspend the student from transportation privileges for up to three days. The driver shall immediately notify the Transportation Director if a suspension is to be considered. The Transportation Director shall notify the student's parents or guardians of the suspension. A hearing with the student's parents or guardians may be arranged at their request. This meeting shall include the driver, the Transportation Director, and may also include the school principal. This hearing shall be for the twofold purpose of discussing the nature of the violation and to explain that further offenses may result in a suspension of transportation privileges of up to two weeks.

After this hearing, the Transportation Director and/or principal shall address a letter to the parent or guardian restating the offense as well as a consequence of future violations.

Should a second offense occur, the transportation privilege may be suspended up to two weeks (10 school days) by the Transportation Director and/or school principal. A letter shall immediately be sent to the parents or guardians explaining the offense, stating the length of the suspension, and indicating that a further offense may result in suspension of the transportation privilege for the remainder of the semester or six weeks whichever is greater.

Should an appeal be requested, it shall be heard by a hearing committee composed of the Superintendent, a member of the Board of Education, and a principal who has not previously been involved in the case.

The hearing committee's decision may include upholding, modifying or denying the suspension.

Legal Reference: Iowa Code §§ 279.8; 285; 321

Cross Reference; 503.1 Student Conduct  
503.4 Good Conduct Rule

Previous Date of Adoption 02-09-87  
Revision Discussion 07-19-93  
First Reading on Revision 07-19-93  
Adoption of Revision 08-09-93  
Reviewed by Policy Committee 01-25-99, 04-24-06, 04-11-11, 05-15-17

## STUDENT CONDUCT ON SCHOOL TRANSPORTATION REGULATION

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor, or chaperones are to follow the school bus discipline procedures for student violations of this policy.

- No pop, candy, food, or gum may be eaten on the bus.
- No electronic games or toys played on bus.
- No getting up to throw away garbage or passing garbage to the front.
- Students will not open or close the bus windows without permission from the driver.
- Radios, CD players, and tape players are allowed with headsets only.
- No fighting on the bus or at the bus pick-up points.
- Students will not throw objects about the bus or out of the windows.
- Students will remain seated at all times (including at the exchange).
- Students will converse in normal tones; loud or vulgar language is prohibited.
- When bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
- Students will enter and leave the bus at school loading stations and at highway bus stops in an orderly fashion and in accordance with instructions.
- Students will refrain from talking to the driver while the bus is in motion.
- Students will keep their feet off the seats and out of the aisle.
- If students must cross the highway to enter or leave the bus, they shall pass in front of the bus and proceed to cross the highway only on a signal from the driver.
- The bus driver is not allowed to discharge pupils at places other than the regular bus stop, unless written request is received from the student's parents.
- Bus riders will be at the designated loading point before the bus arrival time.
- Bus riders will wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- All bus riders will load through the right front door. The emergency door is for emergencies only.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Waste containers are provided on all buses for the bus riders' use.
- Classroom conduct is to be observed by students by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Students will assist in looking after the safety and comfort of younger students.
- Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
- Roughhousing in the vehicle is prohibited.
- Students will refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.
- The bus driver will expect good conduct from all students and may have other rules in order to maintain a safe bus ride for everyone.

Exceptions to some of these rules may be made for activity and field trips.

## USE OF VIDEO CAMERAS ON SCHOOL BUSES REGULATION

The board supports the use of video cameras on school buses as a means to monitor and maintain a safe environment for students and employees. The video cameras may be used on buses used for transportation to and from school, field trips, curricular events and extra curricular events. The contents of the videotapes may be used as evidence in a student disciplinary proceeding.

### **Student Records**

The content of the videotapes is a student record subject to board policy and administrative regulations regarding confidential student records. Only those persons with a legitimate educational purpose may view the videotapes. In most instances, those individuals with a legitimate educational purpose may be the superintendent, building principal, transportation director, bus driver and special education staffing team. A videotape recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. If the content of the videotape becomes the subject of a student disciplinary proceeding, it will be treated like other evidence in the proceeding.

### **Notice**

The school district will annually provide the following notice to students and parents:

The Maquoketa Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

The following notice will also be placed on all school buses equipped with a video camera.

This bus is equipped with a video/audio monitoring system.

### **Review of Videotapes**

The school district will review videotapes when necessary as a result of an incident reported by a bus driver or student. The videotapes may be re-circulated for erasure after ten (10) days.

Viewing of videotapes is limited to the individuals having a legitimate educational purpose. A written log will be kept of those individuals viewing the videotapes stating the time, name of individual viewing and the date the videotape was viewed.

### **Video Monitoring System**

Video cameras will be used on only a select number of school district buses.

### **Student Conduct**

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation will be disciplined in accordance with the school district discipline policy and Good Conduct Rule and will reimburse the school district for any repairs or replacement necessary as a result of the tampering.