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**SECTION 6            SPECIAL SERVICES**

**6.1    Emergency Drills**

**6.11        Fire Drills (December, 2009)**

Each school shall hold a minimum of four (4) fire drills during each school year. Regulations and recommendations of the fire department shall be followed. The scheduling of drills and the essential planning required for the safe evacuation of a building in an emergency is the responsibility of the principal. Cooperation and discharge of delegated responsibilities are required of teachers and other members of the school staff. Instructions for fire drills shall be posted in each room.

*Rev. 9/01, Rev. 12/09*

**6.12        Disaster and Lock Down Drills (December, 2009)**

Each school shall hold at least one disaster drill and two (2) lock down drills each school semester. Regulations and recommendations of Jackson County's Emergency Operations Center and the Missouri Center for Safe Schools, where applicable, shall be followed. The scheduling of drills and the essential planning required for the safe evacuation or lockdown of a building in an emergency is the responsibility of the principal. Cooperation and discharge of delegated responsibilities are required of teachers and other members of the school staff.

*Rev. 9/01, Rev. 12/09*

**6.13        Hazards**

All school employees are to be on the lookout for hazards in the school buildings, on playing areas, or on the grounds. Such hazards shall be reported to the building principal as soon as possible who in turn will report hazards to the Director of Buildings and Grounds.

**6.2    Severe Weather Dismissal Procedure (September, 2001)**

**6.21        Procedures for Early Closing While Schools Are in Session**

After consultation with the transportation director, the superintendent or his/her designee will make the decision as to whether school will be dismissed because of inclement weather. The superintendent or his/her designee will implement procedures for sending students home from school. Specifics are in each handbook and available at the superintendent's office upon request.

**6.22 Procedures for Cancellation When Schools Are Not In Session**

After consultation with the transportation director, the superintendent will make the decision as to whether school will be in session. The superintendent will implement the procedures for canceling school. Cancellation notices will be announced on all major radio and TV stations.

**6.3 Emergency Procedures (September, 2001)**

In other emergencies the superintendent, after consulting with the building principal or principals, is authorized to take the necessary steps for dismissing or canceling school. All building emergency and crisis management plans shall be on file in the Administrative Services Center and a local emergency agency.

**6.4 Transportation (September, 2001)**

Transportation will be provided for students of the Blue Springs R-IV School District in grades kindergarten through 12.

The purpose of the transportation system is to make it safe for all students and to make the transportation experience as pleasant as possible. Realizing that most students want a safe, clean, well regulated bus system and in an attempt for maximum safety of the students, the following responsibilities are adopted.

**6.41 Responsibilities and Assignments (September, 2001)**

All transportation employees in the school system shall be responsible to the director of transportation.

Bus drivers shall be employed or dismissed by the director of transportation with the approval of the superintendent of schools.

Driver assignments shall be made by the director of transportation.

School bus drivers will be responsible for observing and carrying out the policies, instructions, and regulations of the transportation system and the board of education policy.

Bus drivers will be paid for the actual number of days they transport school children, in accordance with the school calendar. Drivers will also be paid for school holidays as defined in Section 3D.6. On days of unscheduled dismissal of students, a driver will not receive compensation unless asked to report for work by the director of transportation.

**6.41** (continued)

A bus driver shall report in writing all defects of the bus and maintain all daily and weekly records as requested.

The bus driver shall report all discipline problems to the proper school officials and/or authorities.

The bus driver shall complete all assignments requested by proper authorities.

Appropriate records shall be maintained for the students transported.

**6.42 Responsibilities of the Driver** (July, 1997)

The driver of a school bus is responsible for the safety of students riding the bus; therefore, the students are under the authority and supervision of the bus driver while on the bus. Therefore, each bus driver shall observe all state laws and regulations pertaining to the safe use of school buses.

To be in control of the bus and passengers at all times.

To have an attitude of cooperation.

To provide a clean and sanitary bus for students to ride in.

To enforce and follow the rules and regulations in the drivers' handbook.

To obey traffic laws and driving regulations.

To follow as rigidly as conditions will permit, the regular time schedule.

To enforce the regulations of the school board and administration.

To report all infractions of the rules to the principal of the school involved and to the director of transportation.

To have a working knowledge of the motor vehicle regulations of the State of Missouri.

To refrain from smoking and using objectionable language.

## **6.43 Responsibilities of the Student**

### **6.43.1 Bus Stops and Boarding the Bus** (February, 2004)

School bus stops are established by the Blue Springs School District for the efficient boarding and transportation of students. Student riders are expected to use these established stops. The District is not responsible to provide supervision at the stops. While waiting for the bus, students must remain off the road at all times and behave in a safe manner. They should be careful in approaching the school bus and wait until the bus is at a complete standstill before attempting to board. Students should board the bus in a timely fashion while maintaining safety at all times. For the safety of the students at the bus stop, the same standards of student conduct, which govern conduct at school, shall be extended to the bus stop.

Rev. 9/01

Rev. 2/04

### **6.43.2 Riding the Bus** (September, 2001)

Bus riders shall assist in keeping the bus as safe and sanitary as possible at all times.

Riders shall avoid unnecessary noise which might divert the driver's attention and cause an accident.

Riders must not extend hands, arms, or any other part of the body out of the windows or doors.

Riders who damage the seats or other equipment will reimburse the district for the cost of the repair or replacement.

Riders must not tamper with the bus or any of its equipment.

Riders must never throw anything inside the bus or out of the bus window.

Riders may be assigned a seat by the driver.

**6.43.2** (continued)

Riders must remain in their assigned seats until the bus has stopped. Horseplay, objectionable language, and what would be considered disruptive classroom behavior will not be allowed.

Riders will practice courtesy to fellow pupils and the bus driver.

Riders will remain quiet when the bus is approaching railroad crossings and until the bus has passed the crossing.

The driver is in charge of the students and the vehicle and is to be obeyed promptly and courteously. Riders will remain in the bus unless otherwise instructed by the individual in authority.

Smoking is not permitted on the school bus.

All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.

A bus rider must depart from the bus at the designated point unless written permission signed by the principal is given to the driver that specifies the student has permission to get off at a different location.

A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only upon signal from the driver.

**6.44 Passengers Other Than Students** (October, 2002)

School volunteers may ride the school bus with the approval of the director of transportation.

Children under school age will not be permitted to ride the school bus without the approval of the director of transportation.

#### 6.44 (continued)

For the safety of students and employees of the district, any person who attempts to unlawfully enter or unlawfully operate a school bus may be reported for trespassing to law enforcement authorities in accordance with 569.155, RSMo which could result in a Class A Misdemeanor.

#### 6.45 Discipline (August, 1995)

The driver must give his/her undivided attention regarding driving. His/her requests and orders must be obeyed. It is not the driver or the principal that excludes the student from riding the bus, he/she excludes themselves because of failure to follow bus and safety rules, continuing misconduct that is distracting to the driver or antisocial behavior that may infringe upon the rights or properties of others or endanger the safety of all passengers. In case of infraction of the rules the driver will:

Give notification of infraction on a misconduct form to the building principal. Driver is to give principal adequate information to deal with the problem. The building principal will handle the infraction on a timely basis and return a copy of the misconduct form to the bus driver and the director of transportation. One copy of the form will be sent the student's home.

The student and parent will be notified that a second misconduct form at the secondary level and third at the elementary level will mean a bus suspension.

If the situation is such that the safety of the students is endangered, the rights or properties of others are infringed upon, or the student has received his/her second misconduct form, the director of transportation or principal will inform the student and parent that the student will be suspended from bus riding privileges pending a parent conference or until the suspension has been served. The director of transportation or principal should refer to the administrative guidelines to determine length of suspension. The bus driver must be notified immediately, if there is a bus suspension.

Under all circumstances the driver will carry the offender to school or to his school bus stop.

**6.5 Homebound Instruction** (December, 2009)

The Board of Education shall make provisions for homebound instruction to students who are ill for an extended period of time, and/or who, in the judgment of the superintendent of schools or his/her designee, would most appropriately and effectively be served by such a program. Application for homebound instruction must be made through the office of the appropriate director. Written documentation from a licensed medical/psychological provider may be required for consultation purposes prior to homebound services being provided. Upon approval of a Homebound Services Application, instruction will be offered to:

Any student with a physical and/or mental health condition resulting in an extended absence who school personnel in consultation with a physician or licensed medical/psychological provider have determined would benefit educationally, and/or any student with disabilities or specialized instructional needs as reviewed and determined by a multidisciplinary staff team would benefit educationally.

The amount of instruction or supportive service provided through the home and homebound program shall be determined in relation to each student's educational needs, and physical and/or mental health condition. It will be necessary for the parents/guardians of the student to arrange a suitable place in the home for instruction, or services may be provided at a mutually agreed upon neutral site. If homebound instruction occurs in the home, a parent/guardian must be present while service is being provided. (See Blue Springs School District Homebound Procedural Guidelines Manual)

*Rev. 11/01, Rev. 12/09*

**6.6 Summer School** (September, 2001)

Summer school programs will be offered to provide opportunities for enrichment and remediation to supplement the regular school program. Nominal fees for students may be charged, subject to board approval, except for those programs funded by state or federal funds. Transportation to the summer school programs should be provided by the parents. The administration shall have the right to cancel announced summer school classes/programs if enrollment is insufficient. Summer camp programs related to activities must be operated in accordance with all rules and regulations of the Missouri State High School Activities Association.

**6.7 Adult Education** (September, 2001)

The Board of Education will provide facilities for the purpose of providing programs and services for individuals needing adult education. Community and adult education classes will be made available in subject matter areas that are compatible with the district goals and resources. This program will be under the direction of the Coordinator of Community and Adult Education.

**6.8 Volunteer Program** (September, 2001)

The board of education encourages active community participation and recognizes that volunteers can play a key support role in enhancing the quality of services provided to students. Program guidelines for coordinating and directing voluntary efforts within the district shall be recommended by the administration and are subject to approval by the board.