

RIVER ROUGE SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT POLICY AND PROCEDURES

HOME TO SCHOOL ELIGIBILITY REQUIREMENTS

Students of the River Rouge School District (RRSD) are eligible for transportation under the following mileage limitations:

Kindergarten – 8 - All students are eligible for transportation depending on the distance from their legal residence to the school they will attend.

Grades 9 - 12 - Students must live 1 mile or more from the school they attend to be eligible for transportation.

ENROLLMENT PROCESS

A Transportation Form will be provided upon enrolling a student(s) in the district.

- Select a route closest to where your student will be picked up and dropped off.
- Make note of morning pick up time.
- Students may have only **ONE route.**
- Sign the Transportation Policies and Procedures.

Bus Route Changes

Students are allowed to have only **ONE** bus route. In the event that the route needs to be changed, the following must be done:

- Complete a new transportation form and return it to the transportation department.
- Allow 24 to 48 hours before the change can be completed.
- All parties will be notified once the change has been made.
- Enrollment will add transportation information to MiStar.
- Changes will have to be made in person **ONLY**, no request or changes will be accepted over the phone. (we are unable to verify who we are speaking to over the phone)
- BRING PHOTO ID

STUDENT DISCIPLINE

Riding the school bus is a privilege and good student behavior is very important. One of the leading causes of bus accidents is driver distraction due to the misbehavior of students.

The school district takes great lengths to help maintain proper student conduct on the buses. This requires the cooperation of students, bus drivers, parents, and all school administrators. We ask for your assistance in following these procedures should students have any misconduct.

Discipline Process for Behavior

The discipline action for transportation is as follows:

- Daily write-ups are turned in to the transportation department and building principals electronically from Trinity.
- Based on the infraction, students will be handled accordingly
 - 1st Offense - Verbal (1 write up)
 - 2nd Offense - Meeting with Principal (2 write-ups)
 - 3rd Offense - Phone Conference with Principal and Parent (3 write-ups)
 - 4th Offense - will result in 2 or more days off of the bus

Depending on the infraction, steps 1-3 may be bypassed and result toward a bus suspension. If students miss school due to a bus suspension, attendance and truancy policies will be enforced.

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Student Suspension from the Bus: When students are suspended from transportation, they are **NOT** suspended from school unless it is indicated in writing by an appointed school disciplinary staff member. It is the parent's responsibility to get the students to and from school while on suspension. The Bus Driver or Bus Attendant does not have the authority to suspend a student from the bus or to put a student off the bus at an unauthorized stop. Transportation or designated School official may suspend a student from riding the bus. When students are suspended from school, the transportation department will notify the bus company daily. Students are **NOT** to ride the bus when they are suspended from school for any reason.

***After students have two suspensions from the bus, their transportation privileges will be revoked for the remainder of the semester.**

***At no time is any unauthorized adult figure allowed on the bus. This can result in permanent termination of the student's transportation privileges. Example: parents, guardian, siblings etc.**

AFTER SCHOOL DISMISSAL

Each school will have their own dismissal plans. This will ensure that each student will arrive home safely.

Students must get on the bus at their school. Students will not be allowed on the bus at another school.

- Elementary schools will tag each student

Tags must include:

- Student Name
- Bus Color (or colored tag)
- Drop off Location
- Grade
- Phone number (on back)

AFTER SCHOOL PROGRAM BUSES 5:30PM and LATE BUSES 7:00PM

Each student will be given a form to be completed by parents, signed by the coach and then approved by the transportation department. Middle/High school students will be given a late bus pass that they must present to the driver in order to board the bus at night. These tags will be distributed by color according to the sport or activity. There will be a \$5 dollar charge for the replacement of any stolen, lost, or misplaced bus tags. Students will NOT be allowed to ride if they are not listed on the after school or late bus list. This will ensure that our students arrive home in a timely and safe manner.

"SCHOOL OF CHOICE" STUDENTS UTILIZING DDOT BUS TRANSPORTATION

At the time of enrollment, parents and students will be provided information on transportation options for "Schools of Choice" students. If the student does not live in River Rouge and not in an area that has established bus routes, the parent/guardian will be informed of the following:

- If the student cannot utilize Trinity "bus run" locations for a pick up to and from school, they will be responsible for arranging other means of transportation to school.

***River Rouge School District is not responsible for the transportation of "School of Choice" students outside of the established bus routes.**

- The District will provide a DOT Student Identification Card, which reduces the DOT fare by 50% to "School of Choice" students. The first issued card is free, but if the card is lost or stolen, the replacement cost is \$2.00. The card is good for one school year plus the first month of the next school year.

MCKINNEY VENTO HOMELESS ASSISTANCE ACT FOR TRANSPORTATION

The River Rouge School District wants to ensure that children in transition, also recognized as homeless students, have access to the same educational programs and services provided to other district students. The Student

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Support/Homeless Liaison shall identify students who are eligible for additional support under because of their living conditions. Upon identifying the children within the district, the Liaison shall encourage their enrollment in an attempt to eliminate existing barriers to their attendance and education, in compliance with local, state, and federal laws and regulations.

The Homeless Liaison shall waive policies, procedures, and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of students experiencing homelessness, based on the recommendation of the Superintendent.

- In the case of the student experiencing homelessness, the District's Liaison will interview and authorize transportation options.
- In the event of an unexpected hardship, families can complete the hardship application form and return the form to the Transportation Coordinator, for the Superintendent's review. Should the Superintendent authorize, DOT passes will be provided for limited duration bus assistance.
- The district shall provide transportation for students experiencing homelessness to their school of origin* or the school they choose to attend within the school district.
- If the school of origin is outside district boundaries or if the student experiencing homelessness lives in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.

**School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.*

HARDSHIP APPLICATION FORM

Should contain the following

- Student Name
- Parent Name
- Address and phone number
- A description and nature of the hardship, and the parent's estimation of the expected duration of need.
- Parent signature

After the Superintendent's or designee review, an authorization of an identified number of days of assistance, or denial, will be documented on the form. The form will be returned to the Transportation Coordinator for further disposition.

River Rouge Local Educational Agency (LEA)
Foster Care Transportation Plan/Procedure

LEA Name: River Rouge School District
ESSA Point of Contact/Liaison:

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LaTasha Johnson
313-203-4007
latasha.johnson@riverrougeschools.org

Transportation Office contact:

Trinity Transportation
Angela Reynolds 313-388-9259 press 1

Local Child Welfare Agency (CWA) Name: DHS

• **ESSA Point of Contact:**

Mr. Clay - 313-506-5479 (in school point of contact)

Identification of Students in Foster Care: The CWA will identify for the LEA when a student is attending or is to be enrolled at the LEA and is placed in foster care or changes a living placement in foster care by issuing a MDHHS-942 Notification and Record Release Form.

Request to Participate in Best Interest Determination: The CWA that is located in each building will notify the LEA immediately upon learning that a student attending the LEA has been placed in foster care or will be moved to a new home placement that is located outside the LEA catchment area and a best interest decision must be made.

Notice of Final Best Interest Decision: It is determined that it is in a student's best interest to remain in their school of origin after changing foster care placement to a residence outside the LEA; the CWA must notify the LEA of the final decision. This notice triggers the need for the parties to collaborate under the agreement terms and procedures to establish the most cost-effective transportation procedures available for the student.

Duration of Transportation

1. Transportation will be provided for the duration of the student's time in foster care if it continues to be in the student's best interest.
2. If a student exits foster care before the end of a school year, the transportation arrangement will be maintained through the end of the school year to maintain the student's educational stability if possible.

How Transportation Will Be Provided, Arranged, and Funded

General

1. Transportation Already Addressed Through Other Means: Transportation is already addressed through other laws/requirements (i.e., part of student's Individualized Education Plan; eligible under McKinney Vento). The LEA will assess whether the student is entitled to transportation services under another

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entitlement, including experiencing homelessness or as a related service under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act. The LEA will provide transportation funded by the LEA if the student is eligible under the McKinney-Vento Act or the IDEA.

2. Not Limited by What is Offered to Other Students: The fact that an LEA does not provide transportation for students who are not in foster care does not exempt the LEA from ensuring transportation for students in foster care when in their best interest.
3. Interim transportation plan should be addressed to ensure no delays for the student in foster care while transportation is being worked out between the parties. Consider language such as: The LEA will have [x] days to put transportation in place; in the interim, the CWA will provide transportation.

No- or Low-Cost Options

The LEA will examine existing transportation options available for the student, including incorporating the student into an existing bus route, modifying an existing bus route or other no- or low-cost options. Transportation will be provided and funded by the LEA if this type of solution is available.

“Additional Costs”

When other options are exhausted, and transportation will require “additional costs,” develop written transportation procedures, which can include the following steps to address and minimize costs:

1. The parties will assess whether the student’s transportation expenses may be covered by other State or local funds.
2. If the student placement is eligible for Title IV, Part E funds, the CWA will seek reimbursement for the allowable portion of those transportation costs.
3. The CWA will assess whether resources are available for foster parents to provide transportation with mileage reimbursement or other adult rideshare to the LEA or to a stop on an LEA existing route; provision of bus passes or public transportation vouchers; contract with private transportation service.
4. Other options as identified by the parties:

If remaining costs cannot be addressed above or through other cost-effective solutions, one of the following options must be implemented:

- The CWA agrees to pay additional costs if student placement is eligible for Title IV, Part E funds.
- The CWA and LEA will share the additional costs in the following way. If the student placement is not eligible for Title IV, Part E funds, the CWA will pay 50% and the LEA will pay 50% of additional costs.

Resolving Disputes

1. If the LEA and CWA cannot resolve a dispute about transportation costs, the following mechanism will be used, and these steps will be taken to ensure prompt School of Origin transportation. We will look for support from the district until it is resolved.
2. While a dispute is pending, the LEA must ensure transportation is either arranged or provided for the child.