



Centralia School District

July Study Session

Date and Time

Thursday July 31, 2025 at 5:00 PM PDT

Location

2320 Borst Ave
Centralia, WA 98531

Thursday, July 31, 2025

Centralia District Office Boardroom

5:00 p.m. Board Meeting

Zoom: <https://zoom.us/j/97065944029>

Facebook: <https://www.facebook.com/centraliaschooldistrict>

Our Mission: Prioritize Students- Uphold High Expectations- Champion Hope- Cultivate Collaboration

Our Vision: All Students Achieve Academic and Personal Excellence

Agenda

I. Opening Items

- A. Call the Meeting to Order
- B. Flag Salute
- C. Record Attendance

Tim Browning, President
Sarah Holmes, Director
Cameron McGee, Director
Kayla Mounts, Director
Deb Parnham, Director

D. Approval of the Agenda

II. Reports to the Board

A. Evaluation Data

III. Board Policy and Procedure Review

A. Policy and Procedure 6605- Student Safety, Walking, Biking, and Riding Buses to School

B. Policy and Procedure 6701- Physical Fitness

IV. Board Member Reports

V. Closing Items

A. Future Meeting Schedule and Board Recommended Agenda Items for Future Meetings

Board Study Session

Thursday, August 14, 2025

5:00 p.m. at Centralia District Office Boardroom

Board Regular Board Meeting

Wednesday, August 28, 2025

8:30 a.m. at Centralia District Office Boardroom

B. Adjourn Meeting

People with disabilities should contact the superintendent's office at least 24 hours in advance so that arrangements can be made for them to participate in board meetings.

Coversheet

Policy and Procedure 6605- Student Safety, Walking, Biking, and Riding Buses to School

Section: III. Board Policy and Procedure Review
Item: A. Policy and Procedure 6605- Student Safety, Walking, Biking, and Riding Buses to School
Purpose:
Submitted by:
Related Material:
6605 - Student Safety Walking Biking and Riding Buses to School - GK V1 Edits.pdf
R - 6605P - Student Safety Walking Biking and Riding Buses to School - GK Edits.pdf



CENTRALIA SCHOOL DISTRICT BOARD POLICY #6605 STUDENT SAFETY WALKING, BIKING, AND RIDING BUSES TO SCHOOL

The district will adopt a comprehensive school trip safety program that addresses, bus safety, walking and biking route plans, vehicle access to the school, circulation and parking at the school, pedestrian circulation on and around the school campus and safety education and enforcement.

~~Safety Advisory Committee~~

~~The superintendent will establish a Safety Advisory Committee (SAC) pursuant to WAC 392-151-017 to develop and maintain a comprehensive school trip safety program. The committee will also develop and maintain the school patrol program in compliance with RCW 46.61.385 and to review and approve each school's Safe Routes To School plan. The superintendent will develop specific responsibilities and reporting relationships of the committee, including how the SAC relates to individual school safety programs~~

A. Bus Safety

The superintendent or designee shall develop written rules establishing the procedures for bus safety and emergency exit drills and for student conduct while riding on buses. The procedures for bus safety will include rules restricting bus access to students and those persons authorized by the superintendent ~~and/or his or her~~ designee(s) to ride the bus to and from any school activity.

The bus driver is responsible for the safety of his/her passengers, particularly for those who cross a roadway after leaving the bus while they are boarding, riding, or disembarking the vehicle, and crossing a roadway before and after leaving the bus. No bus driver shall order or allow a student to disembark at other than his/her customary ~~or state approved~~ boarding or stopping alighting place unless so authorized by the superintendent or designee. In order to assure the safety of all, the bus driver may hold students accountable for their conduct during the course of transportation and may recommend corrective action against a student. Bus drivers are expressly prohibited from using corporal punishment. Bus drivers are expressly prohibited from allowing anyone to board the bus who is not a student or a person authorized to ride the bus by the superintendent ~~and/or his or her~~ designee(s).

B. Emergencies

In the event of an accident or other emergency, the bus driver shall follow the emergency procedures in accordance with the School Bus Driver Handbook (SPI) and District approved School Bus Drivers Handbook produced by the Office of the Superintendent of Public Instruction. A copy of the emergency procedures ought to be located in each bus. To insure the success of such emergency procedures, each bus driver shall conduct an emergency evacuation drill within the

first six weeks of each school semester/trimester. The district shall conduct such other drills and procedures as may be necessary.

C. Student Conduct On Buses

The superintendent or designee shall establish written rules of conduct for students riding school buses. Such rules shall include as a minimum the requirements of WAC 392-145-~~021035~~ and shall be reviewed annually by the superintendent or designee and revised if necessary. If the rules are substantially revised, they shall be submitted to the board for approval.

At the beginning of each school year, a copy of the rules of conduct for students riding buses shall be provided to each student who is scheduled to ride a school bus. The classroom teacher and/or bus driver shall review the rules with the students at or near the beginning of each school year. A copy of the rules shall be available upon request at the district office.

D. Safe Routes To School Plan

Pursuant to WAC 392-151-025, all elementary schools that have students who walk to and from school are required to develop a suggested route plan. These route plans shall limit the number of school crossings so that students move through the crossings in groups. The walking route plan shall be distributed to all students. All schools are encouraged to have a walking/biking route plan in place. ~~To develop the school walking/biking route plans, the superintendent will establish a Safe Routes to School committee.~~

The ~~committee~~-district will conduct a walking and biking audit within a one mile radius of the school and develop a Safe Routes To School walking/biking map or plan. The plan will recommend the best routes for students walking to and from school, as well as the best routes to and from school bus stops. In developing the plan, the district's transportation program in partnership with district stakeholders ~~committee~~ will consider, at a minimum, the following:

- 1) traffic patterns;
- 2) existing traffic controls;
- 3) existing school patrols;
- 4) limits on the number of school crossings so that students have to move through the crossings in groups;
- 5) allowing only one entrance-exit from each block to and from school;
- 6) routes that provide the greatest physical separation between walking children and traffic;
- 7) routes that expose students to the lowest speeds and volumes of moving vehicles; and
- 8) routes that include the fewest number of road or rail crossings;
- ~~9) routes that include the fewest number of natural occurring hazards (lakes, creeks, rivers, waterways, etc.)~~

Policy No. 6605
Management Support

The superintendent or designee will review the plan ~~with the Safety Advisory Committee~~ and, upon its approval, distribute the plan to all students with instructions that it be taken home and discussed with parents. The plan will be routinely updated as conditions change. The superintendent or designee will include the plan in the district’s School Wellness Plan to encourage parents and students who walk and bike to school to use the recommended routes.

Cross References: 3241 - Student Discipline
 6700 - Nutrition

Legal References: RCW 28A.600.010Enforcement of rules of conduct ☐☐☐ Due process guarantees ☐☐☐ Computation of days for short-term and long-term suspensions
 RCW 46.61.385 School patrol ☐☐☐ Appointment ☐☐☐ Authority ☐☐☐ Finance ☐☐☐ Insurance.
 WAC 392-144School Bus Driver Qualifications
 WAC 392-145-016Rules for students riding school buses
 WAC 392-145-021General operating requirements
 WAC 392-151-025 Route plans.
 WAC 392-400-225School district rules defining misconduct ☐☐☐ Distribution of rules

Management Resources: 2014 - June Issue

Cross References: Board Policy 3241 Classroom Management, Corrective
 Actions or Punishment
 Board Policy 6700 Nutrition and Physical Fitness

Legal References: RCW 28A.600.010 Government of schools, pupils, employees, rules and regulations for
 —Due process guarantee—
 Enforcement

 WAC 392-144 School Bus Driver Qualifications

 WAC 392-400-225 School district rules defining misconduct
 —Distribution of rules

Policy No. 6605
Management Support

WAC 392-145	Transportation — Operation rules
WAC 392-145-015	General operating regulations
WAC 392-145-035	Rules for students riding school buses

Adoption Date: July 22, 1981

Centralia School District

Revised: April 19, 2000; July 18, 2007; December 15, 2010; March 20, 2013; July 20, 2016;
June 2022; April 24, 2025

Classification: Priority



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ADMINISTRATIVE PROCEDURES FOR BOARD POLICY #6605 STUDENT SAFETY WALKING, BIKING, AND RIDING BUSES TO SCHOOL

Student conduct on Buses:

Any misconduct by a student, which in the opinion of the bus driver or bus supervisor, is detrimental to the safe operation of the bus shall be sufficient cause for the Transportation Director/Assistant Director or designee to suspend the transportation privilege.

~~Classroom conduct is the accepted behavior on a school bus or district van. Classroom conduct, as used here is interpreted to mean:~~

- ~~A. Following the driver's directions, remaining properly seated.~~
- ~~B. Keeping hands and personal items to yourself.~~
- ~~C. Talking with other students in the immediate vicinity only.~~
- ~~D. Students need to remember that since various grade levels are riding the bus, conversation content should be structured accordingly.~~

Rules of conduct for students riding buses:

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- A. Students shall obey the driver and any monitor assigned to the bus by the district. The driver and/or monitor is in full charge of the bus and passengers. Passengers must obey the driver and/or monitor promptly and willingly. Additionally, students shall give their correct identity when requested by the driver.
- B. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials.
- C. Students shall not be permitted to leave the bus except at their regular state approved stop unless written permission to do otherwise is received by school officials.
- D. Students assigned seats will only use that seat unless permission to change is authorized by the driver.
- E. Students will observe rules of classroom conduct while riding on the buses. Noise will be kept down to avoid distracting the driver. Students will refrain from the use of obscene language or gestures.
- F. Students will not smoke or ignite lighters or matches on buses.
- G. Students will not eat on buses, except when specifically authorized and supervised by and accompanying teacher, coach or other staff member. Buses will be kept clean.
- H. Students will not open bus windows without the driver's permission.
- I. Students will not extend any part of their body out of bus windows at any time.
- J. Students will not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons

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or firearms, straps or pins protruding from clothing, large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings will be kept out of aisles.

K. Students will not have animals on buses, except one providing assistance to a disabled student.

L. Students will not sit in the driver's seat or to the immediate right ~~or left~~ of the driver.

M. Students will refrain from talking to the driver unless necessary.

N. Students will go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.

O. Students will get on/off ~~bus~~the bus in an orderly manner and will obey the instructions of the driver or school safety individuals on duty. There will be no pushing and shoving when boarding or leaving the bus. Once off the bus, students will adhere to the rules for pedestrians.

P. Students will never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.

Q. Students will stand away from the roadway curb when any bus is approaching or leaving a stop.

R. Students going to and from their bus stops where there are no sidewalks will walk on the left-hand side of the roadway facing oncoming traffic. Students will go directly to their homes after leaving the bus.

S. Students will use lap belts on buses when available.

T. Students will follow emergency exit drill procedures as prescribed by the driver.

U. Students will not tamper with emergency doors or equipment.

V. Students will remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices while on the bus.

W. Parents of students identified as causing damage to buses will be charged with the cost of the ~~incurred damage~~damage incurred. Students causing ~~the~~ damage may be suspended from transportation.

X. Student misconduct may constitute sufficient reason for suspending transportation privileges.

A. Students are expected to be outside and visible at the bus stop five (5) minutes before the scheduled bus arrival time. Bus drivers are instructed not to wait for tardy students. Drivers will not honk the horn or call families to inform them of the arrival of the bus.

B. When a bus is arriving or departing, students shall stand clear of the bus. A minimum of six (6) feet is recommended. Students' shall not stand or play in the roadway while waiting for the bus.

C. Private and school property at bus stops shall be respected at all times.

D. Students shall obey the driver and any monitor assigned to the bus by the district. The driver and/or monitor is in full charge of the bus and passengers. Passengers must obey the driver and/or monitor promptly and willingly. Additionally, students shall give their correct identity when requested by the driver.

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- ~~E. Students shall ride only on their assigned bus unless written permission to do otherwise has been received by school officials based upon a note received from parent/guardian and verified. Passes may be issued for non-regular riders based upon space availability.~~
- ~~F. Students shall not be permitted to leave the bus except at their regular state approved stop unless written permission to do otherwise is received by school officials and a district authorized slip is given to the driver.~~
- ~~G. Each student may be assigned to a seat in which he/she will be seated at all times unless permission to change is given by the driver.~~
- ~~H. Students must remain in their seats facing the front of the bus while the bus is in motion.~~
- ~~I. All kindergarten students must be met at the bus stop by an authorized adult, unless a waiver has been completed and returned to the Transportation Department. A student who is not met and does not have a waiver on file will be brought back to the school/Transportation Department to await parent pickup.~~
- ~~J. Students will not smoke or ignite incendiary devices on or around the bus.~~
- ~~K. Students will not take video or photographs while on the bus without the expressed permission from involved persons.~~
- ~~L. Students shall not throw anything out of windows, or put their arms or any part of the body out of windows, and are to assist in keeping waste off the floor.~~
- ~~M. Students are not permitted to eat or drink on the bus while traveling to or from school without driver approval.~~
- ~~N. Students shall not open bus windows without the driver's permission. If windows are opened, they can be opened no more than four (4) inches or to the designated line on the window frame.~~
- ~~O. Possession and/or use of tobacco (including E-cigarettes and/or vaping devices), illegal drugs, alcohol and any form of an incendiary device is strictly prohibited.~~
- ~~P. Student harassment, bullying, weapons, fighting, spitting, and/or throwing things will not be tolerated.~~
- ~~Q. Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, large musical instruments, sticks, breakable containers, inflated balloons, weapons or firearms, straps or pins protruding from clothing, skateboards, scooters, bats, plants/vegetation, or large, bulky items which cannot be held or placed between legs, etc. Books and personal belongings shall be kept out of aisles. Students shall not have animals, reptile, fish, or fowl on buses, except for state approved dogs aiding a disabled student.~~
- ~~R. Students shall not sit in the driver's seat or to the immediate right or left of the driver.~~
- ~~S. Students shall refrain from talking to the driver unless necessary.~~
- ~~T. Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.~~
- ~~U. The use of loud, abusive or vulgar language, obscene gestures and images is prohibited. This includes the use of electronic devices such as music blue-tooth sound systems, phones and~~

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~~speakers. All electronic devices brought on to the school bus and used, must be in accordance with the district's student responsible use guidelines for technology.~~

~~V. Students are not permitted to spray or use perfume, colognes, body spray, deodorant, lotions or other aromatic products while on the bus.~~

~~W. Students shall remain quietly seated, not exhibit disruptive behavior and turn off all noise-making devices at highway rail grade crossings. There shall be absolutely no noise or talking until the bus is completely across that tracks.~~

~~X. Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety representative on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.~~

~~Y. Students must always cross no less than 12 feet in front of the bus in full view of the driver. Students must wait for driver's instruction and then look both ways before crossing a road-way.~~

~~Z. Students going to and from their bus stops where there are no sidewalks shall walk on the left hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.~~

~~AA. — Students shall use seat belts on buses when available.~~

~~BB. — Students shall follow emergency exit drill procedures as prescribed by the driver.~~

~~Students shall not tamper with emergency doors or equipment on the bus.~~

~~CC. — Any damage to a bus shall be reported to the driver at once.~~

~~DD. — Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation.~~

~~EE. — Student misconduct may constitute grounds for exclusion from transportation privileges. Deliberate refusal to follow driver's instructions will result in exclusion from transportation privileges.~~

~~FF. — Student exclusion will apply to all school bus transportation activities.~~

Supervision:

~~The responsibility of a coach or chaperone is to see that the following Bus Rules are kept and to generally supervise students on the bus. However, the bus driver has final authority over bus operation and safety of all occupants.~~

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Extracurricular/field trip bus behavior rules

1. ~~Food and beverages will be allowed provided the bus is kept clean. If the eating/drinking gets out of hand, the privilege will be taken away from that given sport or activity for the remainder of the season. If after losing this privilege the student is seen eating on the bus, he or she will be disciplined by the coach involved if on a sport trip, or by the principal/supervisor if the trip is not a team bus, with a report going to the transportation supervisor.~~
2. ~~It is illegal for any individual to stand up or move around while the bus is in motion. They will be allowed to turn around to speak to the person behind them as long as they remain reasonably quiet and do so in an orderly manner. There will be no knees or feet allowed on the seats as this is unsafe for the student and may cause damage to the seats.~~
3. ~~When the bus stops at the railroad tracks, there will be absolutely no talking or noise until the bus clears the tracks.~~
4. ~~Noise should be kept at a moderate level with no screaming or profane language. Students are to keep extremities and heads inside the bus at all times.~~
5. ~~The two rear interior lights shall remain on at all times due to safety concerns.~~
6. ~~Unless the coach or the chaperone grants permission, the student must return to school on the bus they boarded. Permission is only granted to return with parents or guardians upon receipt of written authorization or personal contact with the parent or guardian.~~
7. ~~Wearing of athletic shoes such as cleats that may cause damage to the bus, is not permitted.~~
8. ~~These rules and regulations apply to the school van, as well as to the large buses.~~

Penalty: ~~Violation of the above rules may render the student(s) liable for temporary or permanent removal from riding extracurricular/field trips.~~

Student management:

~~It is extremely important that drivers and administrators work closely, cooperatively, and positively in resolving bus conduct problems, and that in all cases, temporary or permanent exclusions from transportation be exercised with careful forethought and due consideration. With the exercise of authority accompanies responsibility and consequences of actions.~~

Driver responsibilities:

1. ~~To enforce the rules and regulations adopted by the District for transported students.~~
2. ~~To be reasonable, uniform, and consistent in dealing with student behavior.~~
3. ~~To inform parents of student misbehavior by personal contact and through issuance of a school bus warning slip before reoccurring student behavior becomes serious.~~
4. ~~To work cooperatively and positively with supervisors in solving bus discipline problems.~~

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Driver authority:

~~The driver is in full charge of the bus and students, which includes authority to:~~

- ~~1. Assign student seats.~~
- ~~2. Enforce adopted bus riding policies and regulations.~~
- ~~3. Recommend to his/her supervisor exclusion from riding privileges according to district policy.~~
- ~~4. Issue school bus behavior notices that must be signed by parents and/or guardians according to district policy.~~

Enforcement of Rules for Students Riding Buses

The bus driver is responsible for safely transporting all students to and from school and ensuring that students abide by Bus Rider Rules and Expectations. In most cases the driver will effectively correct student misconduct by informal means. It is recognized that instances will arise when the driver finds it necessary to seek the help of parents and/or school officials in correcting specific problems.

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The driver has the authority and responsibility to:

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- Enforce the rules and regulations adopted by the Centralia School District for the safe transportation of students;
- Be reasonable, uniform and consistent dealing with student behaviors;
- At the driver's discretion, assign seats for students while on the bus, and;
- Inform parents of student misbehavior by personal contact and issuance of School Bus Behavior Notice process before recurring student behavior becomes serious.

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Student Discipline Process

Proper discipline is not a form of punishment, but a means to instruct and help change students behavior. In the event it becomes necessary for a driver to discipline a student, the following procedures will be followed.

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Drivers will always attempt to work with students one-to-one to encourage acceptable behavior by identifying the problem, explaining why the behavior is unsafe and explain the consequences if the behavior continues.

If the student continues to misbehave the driver will contact the parent/guardian and seek their help in resolving the matter. If after the initial contact the behavior continues, the driver will contact the parent/guardian a second time and a written School Bus Behavior Notice will be sent to the parent/guardian and to the school principal.

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All telephone conversations will be documented noting the student's behavior, time and date of the call and the parent/guardian response.

Serious infractions, such as those listed below, may result in the immediate suspension of bus riding privileges by the transportation supervisor, regardless of prior incidents or notices. A parent/guardian conference may be required to restore these privileges.

- Fighting and/or physical assault on a driver or other student
- Possession of unsafe devices or materials such as matches, lighters, combustion materials, explosive materials, laser pen
- Harassment, intimidation, bullying
- Possession for tobacco, alcohol, illegal drugs

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Disciplinary Procedures

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver fellow passengers or the vehicle constitutes justification for initiating corrective actions towards the student.

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When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

Transportation staff will ensure that students comply with the specified regulations. Transportation must maintain open lines of communication among school officials, bus drivers, and the transportation department.

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Abusive behavior on the part of a student riding a bus may result in a written Bus Behavior Notice when, in the opinion of the driver or transportation supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or transportation communicates a student's conduct to the school. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnin

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Principals are responsible for correcting students whose abusive behaviors results in a bus incident report or violates the rules above. The principal or designee will provide supervision during bus arrival and departure times and receive reports (written and oral) from the drivers.

The principal will ensure that students comply with the specified regulations. Principals must maintain open lines of communication among school officials, bus drivers, and the transportation department.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal mores that apply to adults in public. That is, they must not abuse or cause damage to private or public property; they must not use obscene language or gestures; they must not engage in criminal activity. Failure to adhere to these standards may result in these standards may result in formal complaints by citizens which may be forwarded to principals for possible corrective action.

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

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Abusive behavior on the part of a student riding a bus may result in a written report when, in the opinion of the driver or bus supervisor, there has been an infraction of the rules applicable to student conduct. The written report is the primary means by which a driver or bus supervisor communicates a student's conduct to the school and transportation department. This report, in most cases, reflects an infraction of rules which is repeated by the student after his/her having received previous oral warnin

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s from the driver or bus supervisor. In order for drivers and bus supervisors to effectively maintain control of their buses, it is expected that action be exercised by principals when receiving such a report.

When a student's conduct constitutes an infraction of the rules, the driver or transportation bus supervisor will complete a report on the student describing the incident or damage that occurred. The driver or transportation bus supervisor will provide the student with a copy of the report, provide a copy hand the original report to the principal and submit a copy to the parent or guardian transportation supervisor. The copy of the report concerning special education students will be given to the principal for disposition.

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The principal upon receiving the report will investigate the circumstances surrounding the incident and take action according to Board Policy 3241 – Student Discipline.

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The action taken by transportation the principal will be annotated on the report and forwarded to the student's parent for signature. The school principal transportation department will be notified.

Drivers may be advised to file assault and battery charges against students who physically assault them. Under no circumstances will the driver retaliate in kind and physically assault the student as this conduct may subject him/her to legal action.

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The student or parent of a student who has been suspended from receiving transportation entitlements may appeal the transportation supervisor's principal's decision by submitting a written statement to the superintendent or designee. The superintendent or designee will render a decision after evaluating the issues and facts involved.
~~after evaluating the issues and facts involved.~~

Emergencies

The transportation supervisor will review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver will review with all passengers the location and use of the emergency exits, emergency equipment, and any district emergency procedures.

In the event of a collision, the driver will make contact with the transportation supervisor who will:

- A. Determine the nature of the collision;
- B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;
- C. Contact the state patrol regarding the accident;
- D. Advise the superintendent of schools;
- E. Investigate the collision and gather the names of all students and witnesses;
- F. Dispatch another bus to transport the studentstudents to their destination; and
- G. Contact the parent(s) or guardian(s) of any students who are injured.

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To facilitate the responsibilities assigned to the transportation department, the transportation staff supervisor, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers that are authorized to ride each bus route.

Student discipline process:

~~In the event it becomes necessary for a driver to discipline a student, the following procedures should occur:~~

Special note: ~~Refer to the School Bus Behavior Notice form.~~

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- a) ~~Remember proper discipline is not a form of punishment, but a means to instruct and help in correcting a student's behavior that is not in compliance with the rules and regulations set forth by the Transportation Cooperative. Discipline should always be handled in a fair and just way, and not performed with anger.~~
- b) ~~Always try to verbally work with the student in order to bring about acceptable behavior. Cite the problem, explain that what they are doing is unsafe and not acceptable, and note the consequences if the problem continues.~~

Phone call slips prior to written procedures:

~~If the student continues to misbehave, the driver will notify the parent/guardian of the problem, seeking their help in the matter. All phone conversations will be documented noting the student's behavior, time and date of the phone call, and response of the parent/guardian. Notification to the parent/guardian will be given, stating that if their student continues to misbehave, it would be necessary to issue a written discipline slip.~~

STEP 1**(First Incident) Notice and phone call to parent/guardian:**

~~If a student continues to misbehave after being verbally warned and previous contact has been made to their parent or guardian, the driver will then issue the first behavior report noting the infractions. By pass of first phone call is permissible if the infraction dictates. Upon issuing the discipline notice to the student, the driver must have student sign and date the written notice. The driver is then required to sign and date the behavior notice and keep the top (white) portion for our records, and send the remaining two copies home with the student. After returning to garage, the driver is to follow up by phoning the parent or guardian regarding the behavior report. All phone calls regarding discipline action must be documented on the appropriate transportation forms. The parent or guardian will be informed that if their student continues to misbehave another discipline slip will be issued, resulting in a five (5) day exclusion of bus riding privileges.~~

STEP 2**(Second Incident) EXCLUSION FROM BUS FIVE (5) SCHOOL DAYS****Notice and Telephone Call to Parent/Guardian, Conference with Transportation Personnel, Driver, Parent/Guardian and Student**

~~If it becomes necessary for a second behavior report, the driver will need to follow the same steps as in step 1. Notify the parent/guardian by phone stating the infraction, that their student is being removed from the bus for five (5) school days, and that a conference will have to be held with them and the student, along with the driver, and the transportation supervisor prior to returning to the bus. This is classified as a temporary exclusion from bus riding privileges, and a letter will be sent home noting the infraction and a conference is requested to try to resolve the problem. The parent/guardian may sign the~~

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letter waiving the conference, however, the student will not be let back on until the driver/office has received the signed letter.

STEP 3**(Third Incident) EXTENDED EXCLUSION FROM BUS:**

~~(K-4 > 10 SCHOOL DAYS) (5-6 > 30 SCHOOL DAYS) (7-12 > 90 SCHOOL DAYS)~~

Notice and Telephone Call to Parent/Guardian:

If after a student has been temporarily excluded from the bus and the student continues to misbehave, the student will be issued a third disciplinary slip stating that the student is placed on Extended Exclusion from bus riding privileges. The driver will also follow up with a telephone call to the parent/guardian stating the infraction and the terms of the exclusion.

Note: ~~Length of the exclusion is based on grade level as stated above.~~ A letter will also be sent home noting the terms of the exclusion and the parent/guardian and student are encouraged to come in for a conference to resolve future problems.

Emergency Exclusion From Bus:

In the event a student openly refuses to follow the driver's direction (School Bus Rules/Regulations), the student will be removed from the bus until a parent/guardian/student conference, providing the driver clearly stated to the student that they have a choice in (1) either following the driver's directions, or (2) continue to not follow directions and be off the bus until conference.

Notice and Telephone Call to Parent/Guardian, Conference with Transportation Supervisor, Driver, Parent/Guardian, and Student. Notification on discipline notice may be noted with any of the Steps as per past documentation.

Removal of past discipline notices:

If a student maintains appropriate bus behavior, and receives no further disciplinary notices within three (3) months of the last discipline notice, the most recent disciplinary notice will be removed.

Emergencies

The transportation director shall review the contents of the School Bus Driver's Handbook with each driver prior to the beginning of each school year. Each driver, in turn, is expected to follow the procedure as outlined in the handbook. At the start of each field trip or extracurricular trip, the school bus driver shall review with all passengers the location and use of the emergency exits, emergency equipment and any district emergency procedures.

In the event of a collision, the driver shall make contact with the transportation director, as soon as possible, who shall:

Procedure 6605P

- ~~A. Determine the nature of the collision;~~
- ~~B. Contact emergency services if there is reason to believe that there are injuries which require immediate attention;~~
- ~~C. Contact the state patrol regarding the accident;~~
- ~~D. Advise the superintendent of schools;~~
- ~~E. Investigate the collision and gather the names and seating locations of all students and witnesses;~~
- ~~F. Dispatch another bus to transport the student to their destination;~~
- ~~G. Contact the parent(s) or guardian(s) of any students who are injured.~~

~~To facilitate the responsibilities assigned to the transportation department, the director, in cooperation with the building principals, will compile a list of students, including addresses and phone numbers, that are authorized to ride each bus route.~~

Date: February 2000

Revised: July 18, 2007; December 15, 2010; July 20, 2016; January 25, 2023; April 24, 2025

Coversheet

Policy and Procedure 6701- Physical Fitness

Section:	III. Board Policy and Procedure Review
Item:	B. Policy and Procedure 6701- Physical Fitness
Purpose:	
Submitted by:	
Related Material:	6701 Recess and Physical Activity.pdf 6701P Recess and Physical Activity.pdf



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Recess and Physical Activity

The board recognizes that recess is an essential part of the day for elementary school students. Young students learn through play, and recess supports the mental, physical, and emotional health of students and positively impacts their learning and behavior. Similarly, the board recognizes that students who engage in regular exercise are more likely to learn in the classroom and supports the district's increased emphasis on physical activity at all grade levels to enhance the well-being of the district's students. Therefore, it is the policy of the board to provide students with recess and opportunities for physical activity.

- Recess

The district aims to make elementary school recess safe, inclusive, and high quality for all students. All district elementary schools (whether K-5 and/or K-6) will receive a minimum of 30 minutes per day of unstructured physical activity as recess. The accompanying procedure will specify how the district will meet other legal requirements.

Physical Activity

All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program recommended by the Centers for Disease Control and Prevention, and will provide the following:

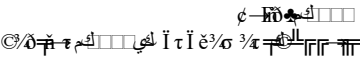
The list below are examples of ways the district can support high quality physical activity:

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- Quality physical education;
- Physical activity during the school day (e.g., brain boosters/energizers);
- Physical activity before and after school;
- Recess that aims to be safe, inclusive, and high quality;
- Family and community engagement;
- Staff wellness and health promotion;
- Opportunities for active transportation to school; and
- Access to school district facilities for physical activity, fitness, sports, and recreation programs.

Cross References:

2161 - Special Education and Related Services for Eligible Students



<u>2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973</u>	Formatted: Font: (Default) Times New Roman, 12 pt
<u>3210 - Nondiscrimination</u>	Formatted: Font: (Default) Times New Roman, 12 pt
<u>3422 - Student Sports Concussion, Head Injury and Sudden Cardiac Arrest</u>	Formatted: Font: (Default) Times New Roman, 12 pt
<u>4260 - Use of School Facilities</u>	Formatted: Font: (Default) Times New Roman, 12 pt
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<u>Management Resources:</u> <u>Comprehensive School Physical Activity Program</u>	Formatted: Font: (Default) Times New Roman, 12 pt
<u>Adoption:</u> March 27, 2025	
<u>Classification:</u> Essential	Formatted: Font: (Default) Times New Roman, 12 pt



Procedure: 6710P
Section: 6000- Management Support

Procedure - Recess and Physical Activity 6701P

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Recess

By no later than the 2024–2025 school year, the district will provide at least thirty minutes of recess for all elementary-school students each school day that exceeds five hours. Schools may provide additional recess time before or after the school day, but that time may not be counted toward the thirty minutes of recess that is required. Additionally, time spent changing into and out of clothes for outdoor play should not be used to meet the thirty-minute requirement.

Recess must be supervised and student-directed. It must aim to be safe, inclusive, and high quality. To achieve those aims, schools will offer opportunities that align with state and national recess recommendations and maintain safe and age-appropriate equipment to use during recess. Schools may also include organized games as part of recess, but they should avoid including or permitting students to use computers, tablets, or phones during recess. Whenever possible, recess should be held outside. But if recess is held indoors, schools should use an appropriate space that promotes physical activity.

Recess will complement, not substitute for, physical education class.

Schools should not withhold recess as a form of discipline unless a student's participation in recess poses an immediate threat to the safety of the student or others. Nor should schools withhold recess to compel students to complete academic work. Schools should develop alternatives to withholding recess as a form of discipline or as a way to compel students to complete academic work.

The district encourages recess to be scheduled before lunch whenever possible. ~~Scheduling recess before lunch reduces food waste, maximizes nutrition, and allows students to be active before eating.~~ If recess is offered before lunch, schools will place appropriate hand-washing facilities and/or hand-sanitizing mechanisms just inside or outside the cafeteria to ensure proper hygiene prior to eating. Students must use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Physical Activity in Schools

Given that middle and high school students do not have recess, the district will encourage physical activity breaks for middle and high school students. All schools will participate in a Comprehensive School Physical Activity Program. A Comprehensive School Physical Activity Program (CSPAP) is a multi-component approach by which school



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districts and schools use all opportunities for students to be physically active, meet the nationally-recommended 60 minutes of physical activity each day, and develop the knowledge, skills, and confidence to be physically active for a lifetime. A CSPAP reflects strong coordination and synergy across all the components: quality physical education as the foundation, physical activity before, during, and after school, staff involvement, and family and community engagement.

Quality Physical Education

Schools will implement a physical education program that includes instruction and practice in a variety of motor skills and movement patterns; knowledge of concepts, principles, strategies, and tactics related to movement and performance; knowledge and skills to achieve and maintain a health-enhancing level of physical activity and fitness; responsible personal and social behavior that respects self and others; and values physical activity for health, enjoyment, challenge, self-expression, and social interaction.

Physical Activity during the School Day

The district recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Schools ~~may will~~ encourage teachers to do the following:

- Incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.
- Provide short (3-5-minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.
- Brain breaks as described above are aligned with current best practice for teaching and scaled in length based on grade level.

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Schools cannot use physical activity during the school day as punishment. For example, a school can't have a student run laps or do push-ups as a form of punishment:

Physical Activity Before and After School

The district offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods (e.g., physical activity clubs, intramurals, sports, etc.).

Active Transport

The district ~~may will~~ identify safe and active routes to and from school to promote alternative transport methods for children, such as walking and bicycle programs. The



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district ~~may will~~ encourage this behavior by engaging and promoting activities such as the following:

-
- Designation of safe or preferred routes to school;
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week;
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area);
- Instruction on walking/bicycling safety provided to students;
- Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper;
- Use of crossing guards;
- Ensuring crosswalks exist on streets leading to schools;
- Documentation of the number of children walking and/or biking to and from school; and
- Creation and distribution of maps of the school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).

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School District Facilities

Access to school sites will be provided through permitting use of facilities to community youth sports groups consistent with the district's facilities use policy, community college, and municipal joint use agreements and partnerships with youth organizations so additional opportunities are available for all youth in the community to participate in quality physical activity, fitness, sports, and recreation programs. [The Superintendent or designee will manage this process.](#)

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Adoption: March 27, 2025

Classification: Essential

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