

2019-2020 Two Hour Bus Team Inservice

Strategies and Expectations for meeting the needs of our Students

Transition Articulation Form

- Developed last year and is available in our Special Education Computerized software Tienet.
- Available to you if you have a new student and there are concerns about medical issues, behavior issues, etc.
- Student's special education teacher can fill out form and give it to you.
- It should be kept in the locked red bag that all drivers received.

Using the Transition Articulation Form

- With a partner, review the form and discuss how this information will help you with the child on the bus.

With a partner tell me:

2 things that you have learned about this child

2 things that you can do with him on the bus

Questions that you still have about the child

Best Practices with Students

- When approaching a seated student think about:
 1. How close am I to him/her and am I in their personal space?
 2. Will I appear threatening if I am standing over the student?
 3. Your body language talks to a student before you do.
 4. When talking with a student stand no less than 2 feet from them.
 5. Do not threaten a student with your voice, words or actions.

Students in Crisis

The goal when responding to a student in crisis is to **DE-ESCALATE** the situation. When multiple staff members are involved in responding to a behavioral incident, ONE PERSON will be designated as the **LEAD STAFF**.

- (1) Maintain the safety of the agitated person and everyone else.
- (2) Avoid making the situation any worse or making the person more agitated.
- (3) Help the person to decrease the intensity of crisis behaviors.
- (4) Avoid reinforcing crisis behaviors so that they do not become more likely in the future.

Avoid Power Struggles

- Under most circumstances, you can't and shouldn't try to force children to do what you want them to do.
- Power struggles may trigger challenging behaviors.
- Power struggles are likely to negatively affect the relationship between the student and staff.
- Power struggles model behaviors that we don't want students to imitate.

Identifying stages and strategies of crisis

Help: The GOAL of the HELP strategy is to help the person learn to communicate instead of using crisis behaviors. Examples to say” “how can I help you”?

Prompt: Ask the student to do something ... behaviors so different from the crisis behaviors that they don't normally happen at the same time (i.e., yelling vs. taking a deep breath, counting to 5, answer an easy questions)

Wait: (Why Am I Talking): When a child is starting to display unsafe behavior or is non-communicative (not ready to process or receive support), often the best intervention is to monitor the situation and give the person time.

Protecting yourself

When approaching an agitated individual protect yourself by:

- Using a closed palm with all fingers together. Shadow the outside of their upper arm. This will decrease the chance of injury, pain of the situation. Use the hand closest to the student.
- Stay out of the persons midline in case of biting .
- If bitten, do not yank away. Feed the bite.
- Stand to the side of the student . Your hands can be in a natural position in front of you.
- We misunderstand the effect our behavior has on the students and how their behavior affects us
- Controlling our own behavior (and not taking it personally) will help when working with any student who may exhibit challenging behavior

Reporting incidents

- When issues happen on the bus the school needs to be contacted. There are several ways that can be done.
- 1. Walk the student into the school and ask to speak to an administrator
- 2. Complete a Bus Conduct Report
- 3. Call the school and ask to speak to an administrator and let them know that there was a situation. Ask them how they would like you to proceed (referral, no referral, no need to do anything further, etc.)
- 4. It is the school's decision to notify the parent after you have reported it to them. You do not need to feel obligated to contact the parent.

Bus Conduct Report

- Guidelines:
- 1. Write down exactly what happened (take all emotion out of the report).
- 2. Only use 1 student's name on the report. This should be the student that you are reporting.
- 3. Make it short, factual and to the point.
- 4. Make sure that you write down any and all actions taken previously. Do not put "I've written 5 other reports and nothing happens."

Administrators' Feedback

- Wrong student name on referral (this is why seating assignments either by student choice or driver choice is helpful)
- Driver doesn't provide all facts or way too much unnecessary information. Suggestion for this is to bullet point the facts
- Driver makes judgement statements rather than the facts
- Driver does not report in timely fashion... they think they are doing the kid a favor by waiting a few days, then the kid repeats the offense and then they report both incidents.

Writing a report

- You will be watching a video of a fight on a bus. We will only show it once because you don't get another chance to watch a fight twice when it happens in real life.
- Choose one of the student's to write up.
- After writing it up share your report with someone next to you. Talk about whether you used the guidelines to write a good report.
- We will share your feelings about the report.

Fight Video

Bus Accidents

- Check students for injuries call 911
- Call PTO and contractor
- Don't discuss the accident with anyone but the police, PTO & contractor
- Once the police are present exchange contact & insurance information with the other party.
- Don't release students from bus until you are told it's OK by police, PTO, or contractor.
- Stay at the accident scene until directed to leave by the police or PTO.
- Evacuate students only if necessary.

Policy 1070 – Protections and Supports for foreign-born students and their families

- HCPSS supports all students and families, regardless of their place of birth or immigration status.
- Any and all students that arrive at your stop are to be welcomed onto the bus. It is the school's job to handle enrollment of students when they arrive at the school.
- No driver or attendant should discuss with students their enrollment or immigration status.
- Continue to build relationships with all students and uphold the dignity of all students & families to increase their safety and belonging.
- If you see or hear any student being harassed or bullied due to their immigration status report it to an administrator immediately.

Kahoot!!

- Using your cell phone and any browser type in:

[Kahoot.it](https://kahoot.it)