

STUDENT BUS HANDBOOK

2017-2018



The Elcho School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or physical, mental, emotional, or learning disability. as required by Section 118.13 of the statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973 (handicap).

MISSION STATEMENT

Our greatest single responsibility is to educate our youth to their greatest individual potential. We will instill in our children a desire for the constant pursuit of excellence in educational achievement and social skills to become a contributing, productive citizen of our global society. This will be accomplished through the most effective use of our available resources in cooperation with parents, community, Board, staff and Administration.

BELIEF STATEMENT

We believe that all children can learn and that our children are our most precious resource and represent our future. Therefore, our responsibility is to provide them the best educational opportunity possible, including lifelong learning.

VISION STATEMENT

One Rural School....One Million Global Opportunities

Innovation * Literacy * Individual Learning Plans * Lifelong Learning Community

CODE OF CONDUCT STATEMENT

We believe our students deserve a safe learning environment, academically, emotionally and physically. Our students will desire and be given the opportunity to consistently strive for excellence. We expect our students to be considerate and respectful to all as they accept and exercise personal responsibility. We genuinely trust all children can learn and achieve. In all of this, the School Board and District Administrator will support district personnel when dealing with students on disciplinary matters and act in accordance to State Law, State Board of Education Regulations and School District Policies.

PUPIL NONDISCRIMINATION AND EQUALITY OF EDUCATIONAL OPPORTUNITIES.

A report on the status of "Pupil Nondiscrimination and Equality of Educational Opportunities" in the Elcho School District is available for review in the District Office. The District Office is located in the Elcho School on the corner of Highway 45 and Owano Street in Elcho, Wisconsin.

General Information

The Elcho School District contracts bus services with Lamers Bus Service. The contact information for Lamers is (715)275-3225 ext. 11911

This bus handbook will be reviewed and published annually and covers the rules established by the School Board for the safety and welfare of all students being provided bus transportation. A copy of this booklet will be given to each student on the first day of school. The bus driver will be responsible for giving a bus handbook to all new students who begin to ride the bus during the school year.

A note to bus riders:

Riding a bus is a privilege, not a right. Riding the bus to school and home is an extension of the school day and is overseen by the school district. Each student who is provided transportation services by the school district is expected to obey the rules established within this handbook. Behavior on the school bus should be comparable to the type of behavior required in the classroom except that reasonable visiting and conversation are permissible. Any action contrary to what is outlined in this handbook may result in a conference with the parents, suspension of the student's bus riding privilege for a period of time, possible school consequences and/or law enforcement involvement, if necessary.

A note to parents/guardians:

Because we are a rural school with individual student pickups on isolated roads, the school and bus company request that you call the bus company and the school if your child is going to be absent from school. Please call the bus company prior to 6:45 a.m. to help prevent unnecessary travel and possibly reduce energy costs. Contact Lamers Bus Service at 715-275-4640 ext. 11911, and please leave a message if no one answers. Bus riders should be ready and out at the bus stop **at least 5 minutes before the estimated pickup time.** This will help keep the buses running on schedule.

Bus Passes:

So the school district can maintain student accountability, students will board and leave the bus at their designated bus stop and only ride the bus to which they are assigned. Any request for an exception to this rule must be made in writing by the parent/guardian to the school office. The school office will issue a bus pass to notify the bus driver of the change. School approval must be according to board policy and is contingent upon such conditions as available seating, safety factors, time schedules, etc.

4K – 1st Grade Student Busing Requirements:

For the safety of our 4K-1st grade students, the Elcho School District does not let students off of the bus at a residence where there is not an adult or responsible older sibling visible to the driver. If the driver does not see this person the following steps will be taken:

- The bus company will notify the school office and attempt to make contact with parents or other individuals listed on the child's emergency forms.
- Once the route has been completed, if the bus company is unable to make contact with parents, the driver will be instructed to take the child back to school where the parents will need to pick them up.
- The child will go to a Child Care classroom (101 or 105). Parents can call the classrooms at ext. 101 until 4:45 p.m., and ext. 105 until 5:30 p.m. Please do not leave a voicemail, try another extension.
- If contact cannot be made with a parent or an individual listed on the emergency form by 4:30 p.m., the Langlade County Department of Social Service or the Langlade County Sheriff's Department will be

contacted to assist in locating the parents and returning the child home safely.

Note: Parents can call the school office until 4:00 p.m. Again, do not leave a voicemail, please try another extension. Should you need to reach the bus company, call Lamers Bus Service at 715-275-4640 ext. 11911.

Extra Curricular Activities Busing Requirements (Sports, Field Trips, etc.):

- The bus rules apply to each student who rides a school bus at any time or for any reason. The exception is that eating is allowed on activity buses, as long as the bus is kept neat and clean.
- Chaperone-student ratio should be no greater than 1:15.
- A student who rides a school bus to an activity or event must return on that bus unless authorized in writing to do otherwise by the activity supervisor or by the principal.
- If, after an activity, a student needs to be dropped off at a location other than the school, written permission must be obtained from the activity supervisor or the principal prior to the date of the event.

Bus Driver Responsibilities:

The school bus driver is recognized as having the same jurisdiction over the children while en route to and from school as an instructor in a classroom. Therefore, the driver shall maintain order among the children at all times while they are being transported. Continued disorderly conduct or refusal to follow driver's instructions shall be sufficient reason for refusing transportation service to that student.

All students will be assigned to a seat. Students must remain in that seat the entire route unless permission is given by driver to move. The driver has the right to make any changes they feel necessary at any time. Parents can request to have their child sit in a specific seat but the final decision will be made by the bus company in cooperation with the school.

Open Enrollment and Bus Transportation

Parents are responsible to provide transportation to school when attending Elcho Schools through Open Enrollment, except when required by a student's IEP. Elcho Schools may provide transportation to Open Enrolled students whose parents transport them to a spot within the district to be bused to school, however this is at the discretion of the school and can be revoked at any time. Low-income parents whose students attend through Open Enrollment may apply to the Department of Public Instruction for reimbursement of a portion of their transportation costs.

Bus Rules

Follow directions the first time they are given.

1. All applicable school rules and policies apply to students riding the bus.
2. Stay in your seat, sitting forward, keep the aisle clear
3. Keep hands, feet and objects to yourself and inside the bus.
4. No shoving, fighting, swearing, or loud talking at any time.
5. No eating, drinking or chewing gum.
6. Windows only halfway down.
7. Electronic devices, personal or school issued shall be used in accordance with school policies. Students in grades 6-12 may use them. Students in grades pk-5 should not use them on the bus.

Consequences

1st Violation: Driver will have verbally warned the student, and the student will be assigned a seat closer to the front of the bus for a minimum of 5 school days. Bus contractor will send a letter to the parents/guardian and a copy to the principal identifying the issue that took place on the bus.

2nd Violation: Student will be assigned a seat closer to the front for a minimum of 10 days. Bus contractor sends a bus conduct report to the principal. Based on violation, the principal will issue bus suspension for one day and/or possible school consequences.

3rd Violation: Bus contractor sends bus conduct report to the principal. Principal discusses behavior with parents and student. Principal will suspend riding privileges for up to five days, and will determine if school consequences and/or a law enforcement referral are necessary.

4th Violation: Bus contractor sends bus conduct report to the principal. Principal will suspend student's bus privileges for no less than 10 school days. Principal will determine if school consequences and/or a law enforcement referral are necessary.

5th Violation: Suspension from the school bus for the remainder of the school year. Principal will determine if school consequences and/or a law enforcement referral are necessary.

Any Serious Violation: If a violation is serious or jeopardized the safety of the other passengers or driver, (for example: physical assault, verbal assault or the use of illegal substance, weapons or fire causing agents, etc.), the bus contractor will send a bus conduct report to the principal. The principal will determine what course of action will be taken, including but not limited to riding privileges being suspended (a period of time to be determined or remainder of school year), school consequences (possible suspension or expulsion), and a law enforcement referral.

Note: If riding privileges are suspended, the student is still required to come to school under state law. Being suspended from the bus means that student must find a way to school until riding privileges are reinstated. Not coming to school can, and will, lead to a referral for truancy with the District Attorneys' office or Social Services.

General Bus Behavior

Harassment and bullying are a national focus in education across the country. The Elcho School District is also committed to preventing and quickly dealing with any cases of harassment or bullying. Teasing, name-calling, showing other distasteful displays, and any unwanted attention by another student can be considered harassment. Elcho Schools does not permit or support any form of harassment and will issue sever consequences for situations determined to be harassment or bullying.

When Getting On The Bus in the Morning:

- Be careful in approaching bus stops. Walk on the left toward the oncoming traffic.
- Do not move toward the bus until it has come to a complete stop. The crossing arm on the front of the bus will also be out and the red lights will be flashing.
- **If you must cross the road to get on the bus, do so at least ten feet in front of the bus and only after the bus driver has determined it is safe and signals you to cross.** If you must cross the road to get on the bus, do so at least ten feet in front of the bus and only after the bus driver has determined it is safe and signals you to cross. *Do not cross the road prior to the arrival of the bus. Parents,*

please abide by the bus driver's signal as well if you will be crossing the road to walk with your child.

- Go directly to the seat assigned to you after boarding the bus. Remain seated in your assigned seat during the entire trip.

While Riding on the Bus

- Be considerate of others on the bus and use appropriate language.
- Follow the instruction of the bus driver and/or chaperone.
- Help make the bus ride safe and pleasant by keeping noise to a minimum. Loud noises could distract the driver and cause an accident.
- Treat the bus and equipment properly to prevent damage and unnecessary wear to seats, windows, padding, etc. The cost associated with any damage done to the seats or other bus equipment will be reimbursed to the bus company by the student's parent/guardian.
- Reach your seat in the bus without disturbing or crowding other students.
- Keep the aisle of the bus clear by holding personal belongings or placing them under the seat.
- Do not stand or move about the bus while it is in motion.
- Do not extend your head, arms, or hands out of the windows.
- Be courteous to pedestrians, motorists, fellow pupils and bus drivers. Do not shout from windows or make insulting gestures.
- Help keep the bus clean by placing trash in the waste receptacle as you leave the bus. Throwing articles out of windows or putting garbage between the seats or gum on the seats is a state and school violation.
- If an emergency should occur, remain seated until given instructions by the bus driver.
- No animals/pets are allowed on the bus.

When Leaving the Bus in the Afternoon

- Before exiting, remain seated until the bus comes to a complete stop.
- Check to see that all belongings are taken along as you leave the bus.
- Move away from the side of the bus immediately.
- If you live on the same side of the road, proceed toward your home.
- **If you must cross in front of the bus to get home, walk to the front of the bus and wait by the cross-over arm. The bus driver will give you a signal to cross when it is safe to do so. If you must cross in front of the bus to get home, walk to the front of the bus and wait by the cross-over arm. The bus driver will give you a signal to cross when it is safe to do so. *Parents, please DO NOT wave your child(ren) across the road! It is very important that they be watching for the driver's signal.***
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- Be alert to possible dangers at all times. You should also look for cars before crossing the road.

Parents/Guardian:

Please review this Bus Handbook with your student(s). After reviewing, please sign and date below and return this page to the driver. Your student(s) should also sign and date it to indicate they understand the contents. Thank you for your cooperation and time in reviewing the rules and expectations that come with the privilege of riding the bus.

Parents Signature	Date
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Student Rider Signature	Date
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Student Rider Signature	Date
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Student Rider Signature	Date
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Student Rider Signature	Date
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