

WARWICK PUBLIC SCHOOL DISTRICT

School Bus Rider Handbook With Rules and Guidelines



The information contained herein serves as a general overview for all parents and students to acquaint themselves with school policies concerning transportation of students.

Warwick Public School District does not discriminate on the basis of race, sex, color, national origin, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

A Right or Privilege?

A common misconception is that students have a right to ride a school bus. Students are accorded the privilege of riding district school buses as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior on a bus will result in loss of this privilege. The Warwick School District believes that riding the school van/bus is a privilege. Therefore, every bus rider shall abide by the rules, as set by policy, or be deprived of the privilege of riding on the school vehicles.

IMPORTANT REMINDER for STUDENTS and PARENTS/GUARDIAN:

Student transportation is an extension of the school day; any student may be suspended or expelled for behavior exhibited in any school building, school grounds, in any vehicle (which applies to school buses either belonging to the district or on contract) or affecting any school activity. Examples of conduct that might subject students to immediate suspension or expulsion include; but are not limited to:

- ✓ Causing or attempting to cause physical injury to another person;
- ✓ Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value;
- ✓ Causing or attempting to cause damage to private property or stealing or attempting to steal private property;
- ✓ Possessing, handling, carrying or transmitting any weapons as defined in Warwick Public School Policy.
- ✓ Possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- ✓ Continued disobedience or persistent defiance of proper authority.

Questions:

All general education busing questions should be handled as follows:

- For questions pertaining to general education bus routes or to check routing status, please call the school office at 701.294.2561.

All student athletic/activity busing questions or comments should be handled as follows:

- Call Warwick Public Schools at 701.294.2561 for James Day, athletic director, or 701.360.0523 for Jason Altendorf, transportation director or contact us by email at james.day@k12.nd.us or jason.altendorf@k12.nd.us.

PARENT RESPONSIBILITIES

The parents/guardians of all students being transported by Warwick Public Schools should:

1. Make certain their child is ready and at the bus stop 5 minutes before the scheduled bus arrival time. The bus cannot wait more than 2 minutes at each stop for students. If a student has missed the bus then the parent/guardian must make arrangements to either get the student to the school or contact the school to see where the bus is to catch up to it.
2. Monitoring of students on cross-town and rural route buses shall be the responsibility of the parent/guardian until the student boards the bus at the beginning of the day as well as when students exit the bus at the end of the day. It is expected that parents/guardian will support WPS high standards of student behavior while students are on the bus and work with the Transportation Department to solve any problems.
3. If a student will not be riding the regular route to or from school, please contact the school secretary at 701.294.2561. Calls may be placed any time after 7 A.M. until 5 P.M. Or email Jason Altendorf at jason.altendorf@k12.nd.us. Emails may be sent any time during or after business hours. The bus driver can then be notified that the student will not be riding. Any bus changes for the afternoon route home must be called in to the school no later than 2:30. This is important to the student's safety so we can get the changes documented and the changes referred to the teachers and the bus drivers correctly.
4. Parents are expected to notify the transportation department any day the student does not ride the rural route bus. When a student does not ride the bus for two (2) consecutive days and no notice has been made to the transportation department regarding the absence, the student's name will be removed from the database and he/she will be considered a non-rider. To request bus service for a student after he or she has been removed from the list, the parent must call the school (701.294.2561) to reinstate bus services.
5. Drivers cannot accept instructions for busing changes from children or parents. Parents must work through the School at 701.294.2561.
6. Parents must notify the school at least one day before any change of address in order for continuous service.
7. Due to food allergies that some students may have, students are not allowed to eat on the bus. Water is allowed as long as the student is responsible. Students will lose this privilege if they purposely squirt or dump their water on the bus.
8. Parents/guardians are not allowed to enter the bus without prior permission from WPS.
9. Drivers and/or monitors/aides DO NOT enter a student's home.
10. The only band instruments and/or sports equipment allowed on the bus are those that can be safely held on the students' lap and not take up another seat. Also, No balls of any kind are allowed on the bus.

11.No student showing need of immediate first aide will be allowed on the bus. This includes bloody noses, scrapes, etc. This must be taken care of before the student enters the bus and must be tended to by a parent or guardian.

REGULATIONS FOR STUDENTS

It is important for students to remember that riding the school bus is an extension of the school days' rules that apply at school also apply while on the bus.

It is the driver's responsibility to enforce transportation regulations concerning students, and to maintain discipline for the safety of all aboard.

Drivers and Monitors know that the following rules have been issued for all students:

A. General, Bus riders will:

- Ride on assigned buses.
- School bus riders are expected to be courteous to bus drivers, monitors, chaperones, and fellow students.
- Enter and exit from assigned bus at the selected destination unless written permission from parent/guardian is granted to be left off at other than the regular stop or called the school to give permission.

B. Prior to loading, the bus riders will:

- Be at the designated bus stop on time.
- Stay off the road and conduct themselves in a safe manner while waiting for the bus.
- Stay back at least ten feet from the bus and wait until the bus comes to a complete stop and proceed only after the door is opened. Walk to the side of the road facing traffic to get to the bus stop if there is no sidewalk or path.
- Be courteous, line up in an orderly single file manner and NOT rush to get on the bus. DO NOT take advantage of younger students in order to get a seat.
- When entering the bus, use the handrail and watch their step when boarding the bus.

C. While on the bus, riders will:

- Students are forbidden from throwing anything in, at, or from the vehicle.
- All bus riders shall keep their head, hands, and arms inside the bus at ALL times and must keep their feet on the floor.

- All bus riders shall remain seated facing forward in their assigned seats at all times. Leaving the seat or standing without permission from the driver or monitor is not allowed.
- Scuffling, fighting, horseplay or goofing around is not permitted in or around the school bus.
- Obscene language or gestures is not permitted in or around the school bus as well as towards other pedestrians or vehicles.
- Due to food allergies, food is not allowed on the bus and eating or drinking anything but water is strictly prohibited on the bus including candy, gum, sunflower seeds etc.
- Student riders shall not litter the bus with garbage or other debris.
- Spitting at anyone while on the bus will be subject to immediate suspension from the bus.
- The school bus rider shall keep all books, packages, coats, and other objects out of the aisle and not leave them on the bus. Articles such as bean shooters, water pistols, laser pens, and cap guns will be taken away by the bus driver and turned over to the Transportation Department.
- Riders shall bring no animals, firearms, knives, explosives, ammunition, or anything of a dangerous or objectionable nature on the bus.
- Conversation shall be carried on quietly while on the bus except when approaching a railroad crossing when quiet must be maintained.
- School bus riders shall not tamper with the bus or any of its equipment. Damage to seats, etc., shall be paid for by the offender and riding privileges shall be suspended until damages are paid.
 - Damage to the bus will be reported on a Bus Conduct form.

Any damage costs will be the parent's/guardian's responsibility to pay for and Suspension of riding privileges will be determined on severity and student's history of offenses.
- Use or possession of tobacco products, drugs, alcohol, striking matches, or lighting cigarette lighters are prohibited. "Tobacco products" includes any product that contains tobacco, is derived from tobacco or contains nicotine (or lobelia), that is intended for human consumption, or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes e-cigarettes and other electronic smoking devices.
- Any form of harassment directed toward other students, the driver, or bus monitor is forbidden and is subject to immediate suspension.
- Unauthorized entering or leaving a bus through the emergency exit is forbidden.
- Students will exit bus at their designated stops only.
- Cell phone use by students on the school bus shall follow Warwick Public School's policy. If rider is listening to music or playing games on cell phones, headphones/ear plugs must be used. Volume cannot be so loud that it creates a disturbance for those around.
- Using cell phones to take pictures on the bus is prohibited.
- Using cell phone to record conversation without the permission of the individual being recorded is prohibited.

- Riding or attempting to ride the bus during a suspension is prohibited and may lengthen the suspension.

After leaving the bus, riders will:

- Riders must walk, not run away from the bus.
- Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and/or receiving a signal from the driver.
- Help look after the safety and comfort of small children.
- Be alert for the prearranged danger signal from the driver.

In view of the fact that a bus is an extension of the classroom, the School District shall require students to conduct themselves on the bus in a manner consistent with established standards of classroom behavior. Every bus rider shall abide by these rules or be deprived of the right to ride the school bus.

Accidents:

- ✓ In the event of an accident, parents/guardians of all students on the bus involved will be notified. We ask that parents stay clear of accident scene so emergency authorities and Warwick Public School District representatives can handle the situation.

Discipline:

Bus discipline concerns? Contact Warwick Public Schools at 701.294.2561.

- School bus drivers are a vital link in the education system. They are responsible for securing maximum transportation safety for all student riders. In order to do this they must have your support.
- The bus drivers are in complete charge of the bus and students are expected to comply with their requests at all times.
- The school bus is an extension of the school, and all school rules and regulations that pertain to student conduct in the schools is applicable to student conduct on a school bus.

If a student creates a safety hazard or causes a discipline problem, the following steps will be taken:

1st Offense: Bus expectations will be re-taught to the student. Driver **MUST** document this 1st offense to start the process. Written documentation will be mailed to the parent/guardian. 2nd Offense: Bus expectations will be re-taught to the student. The offense will be documented and will be mailed to the parent/guardian. The principal or designee visits with the student. 3rd

Offense: A conference will be held with the student, parents/guardian, principal or designee, and transportation director. It is the responsibility of the parent/guardian to arrange the meeting with the school. If a meeting is not held within one week of date of third offense, rider will be suspended from the bus for three days.

4th Offense: Student rider will be suspended from bus services for one week (5 school days).

5th Offense: Student rider will be suspended from bus services for the remainder of the year.

Administration reserves the right to initiate any level of suspension based on severity of student offense.

Severe Weather:

- To obtain the best available weather information, the Warwick Public School System will work closely with the National Weather Services and the local law enforcement agencies. When a condition arises where impending weather conditions may affect the safety of school children, the Transportation Director and Superintendent will contact the above agencies to secure all information available concerning the weather conditions and may make personal spot checks on rural roads and city streets. After receipt of this information, the Superintendent will make the decision as to whether school should be delayed start or canceled for the day or released early if weather is approaching. If school is either delayed or canceled, a message will be sent out by Warwick Public Schools to parents via instant alert, the school app, and our local KZZY radio station to notify them of this fact as early in the morning as possible.
- During the winter season, all parents are urged to see that their children are warmly dressed when they board the school bus. There is always the possibility that the bus could be stalled for a period of time. In this event, warm coats, caps, gloves, and snow boots could avert serious consequences. Parents of students not dressed appropriately will be contacted by the transportation director and may not be allowed to ride.
- Each day that the school buses leave for their return trip under unfavorable conditions, the transportation director will be in contact with school officials should there be delays. As well, drivers have been directed to call the transportation director whenever necessary to notify him of any difficulties that would cause a change in the time schedule. Parents could help us in this matter by calling the school or the transportation director (Jason Altendorf 701.360.0523) whenever their children have not arrived home within a reasonable period of time beyond the usual time of arrival.

Contact Numbers

Warwick Public School 701.294.2561

Website <http://www.warwick.k12.nd.us>

Dean Dauphinais Superintendent/H.S. Principal 701.351.9354

Cheryl Poitra Middle School Principal 701.640.7815

Angie Brandt Elementary Principal 701.351.3919

Jason Altendorf Transportation Director/Route #5 Bus driver 701.360.0523

Ermen Brown Route #1 bus driver 701.739.1011

Shawn Trottier Route #2 bus driver 701.351.9088

Jeremy Cusey Route #3 bus driver 701.799.6497

Kelly Gannon Route #4 bus driver 701.230.5350

Fort Totten Police Department 701.766.4231