



## Living Sky School Division No. 202

*Growth Without Limits, Learning For All*

### Student Handbook

#### Introduction

Riding the bus is an important part of the school day for many Living Sky School Division students. By working together, we can achieve the goal of safe and enjoyable transportation. Please take a few minutes to review this handbook with your child(ren).

It is our hope that this information will help foster a respectful and cooperative relationship between the bus driver and the student passenger. Transporting children safely to and from school is our main objective, and we know we can count on your cooperation and support if you are completely informed about our transportation practices.

#### **Rider Rules - *Please obey these rules for your own safety and comfort.***

1. Passengers are to be ready to board the bus when it arrives.
2. Passengers must remain seated forward in assigned seats.
3. Passengers must remain quiet and orderly.
4. Bus must be kept clean and sanitary.
5. No eating and drinking on the bus.
6. No smoking or other use of tobacco, including e-cigarettes.
7. Passengers will be held responsible for damage.
8. Pets are not allowed on the bus.
9. Weapons of any kind (fake or real) are not allowed on the bus.
10. Use of profanity is prohibited.
11. All body parts must remain in the bus and are not to extend beyond open windows.
12. The rear door is to be used in case of an emergency only.
13. Appropriate clothing must be worn on all trips, especially warm outerwear in the winter months.
14. Large objects, such as sports bags, will not be carried on the bus without prior permission from the bus driver.

*These rules apply to both route and extra-curricular transportation.*

#### Boarding the Bus

- Students are expected to be at their assigned bus stop on time, preferably five minutes early. If students are late in reaching their pick-up point, **the bus operator shall wait no longer than two minutes** unless the students are in sight.
  - Students should wait for the bus at a safe distance.
  - Students will not push or rush to be first in line.
  - Students must wait for the bus to completely stop before approaching to board.
  - Students will proceed directly to their assigned seat after boarding the bus.
  - The bus shall be in position for loading passengers at school ten minutes before school is dismissed.
  - Buses shall not leave for a minimum of ten minutes after the school dismissal bell unless all students are accounted for. Buses are expected to wait for students who are later than ten minutes provided that an acceptable reason for such a delay has been communicated to the bus operator. Undue pressure shall not be brought to bear on students to rush from their classrooms in order to catch the bus.
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- Buses are to leave the school drop-off/pick-up point in the order they are parked. An operator waiting on a student may pull ahead if safe to do so allowing adequate distance between buses.

### **Departing the Bus**

- Students are to remain seated until the bus comes to a full stop.
- Students are expected to leave the bus in an orderly fashion.
- Students should anticipate their stop and be ready to exit the bus with all belongings.
- Students should move directly to the assigned school entrance when arriving at school.
- Students must remain at a safe distance from the bus, then look both ways before crossing any necessary roads or driveways, to get home after school.

### **Riding the Bus**

- Students are expected to understand and respect the Rider Rules at all times.
- Students will obey the bus driver at all times, promptly and respectfully.
- Students are to remain seated unless told to move by the bus driver.
- Students should not distract the bus driver by engaging him or her in excessive and/or frequent conversations.
- Students must keep the aisle clear of obstructions (feet, bags, sports equipment, musical instruments, etc.).
- Students are to use extreme care when riding the bus with objects such as musical instruments, skates with guards, etc. The bus driver will advise students where to store their articles. (Buses may not be able to accommodate large items.)

### **Parent's Responsibilities**

- Parents/Guardians will assist and co-operate in all matters relating to student behavior management.
- Parents/Guardians must understand that children under the age of 12 will not be dropped off at a location lacking supervision. Parents/Guardians must make billeting arrangements and advise the school and bus driver of these arrangements.
- Parents/Guardians should approach the bus driver directly with any complaints or concerns.
- Parents/Guardians shall advise the bus driver the day before or in the morning prior to the bus driver leaving home when transportation services are not required.
- Parents/Guardians must advise the principal or bus driver in writing or by telephone if their child is to be dropped off or picked up at any point other than the regular points. The alternate stop must be on the regular designated route.
- Parents/Guardians should communicate to the bus driver if their child was on the bus in the morning but will not be riding in the afternoon.
- Parents/Guardians will provide adequate, unobstructed space for the bus to turn around in the yard if the bus is to pick up the student in the yard.

### **Guest Bus Passengers**

- Parents/Guardians shall request approval from the regular route bus driver at least two days in advance to the trip.
  - The bus driver will confirm with the parents/guardians making the request is space if available on the bus.
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## **Adverse Weather Conditions**

### **1. Conditions for Cancelling Bussing**

- a) When considering extreme cold warnings, bussing will be cancelled if:
  - i) Rural routes - the temperature with wind chill is at or below -40°C at 7:00 a.m., either measured at 6:30 a.m. the morning of or forecasted the night before.
  - ii) Urban routes - the temperature with wind chill is at or below -45°C at 7:00 a.m., either measured at 6:30 a.m. the morning of or forecasted the night before.
- b) When cancelling bussing due to other forms of severe weather or adverse road conditions, the safety of students and staff will be paramount.

### **2. Communication and Timing of Cancellations**

- a) The transportation specialist shall, whenever possible, cancel bussing in the evening for the following school day to give staff and families of student's time to prepare and make alternate arrangements. When reported road or weather conditions worsen overnight, the transportation specialist shall cancel bussing in the morning of the school day no later than 6:30 a.m. for rural routes or 7:00 a.m. for urban routes.
- b) School principals and bus drivers shall follow the same expectations as the transportation specialist. Before making a final decision based on local conditions, principals and bus drivers shall consult the transportation specialist to coordinate planning and communication.
- c) If bus drivers have begun their bus routes, they shall communicate and coordinate with families if they are unable to complete all or part of their route due to local adverse road conditions or severe weather. At all times, bus drivers shall balance the intent to support good attendance with the need to provide for the safety of students under their care.
- d) It is the responsibility of bus drivers to communicate with families in whichever method is most effective, efficient, and expedient.

### **3. Afternoon Bussing**

- a) Afternoon bussing shall not run if morning bussing has been cancelled, even if local road or weather conditions improve over the day.
- b) Afternoon bussing may be cancelled when reported or local road or weather conditions worsen over the school day. The transportation specialist, school principals, and bus drivers shall strive to cancel bussing no later than one hour before the end of school to give staff and families time to prepare and make alternate arrangements. Cancellations made within one hour of the end of school must be the result of conditions worsening within one hour of the end of school.
- c) In the event of worsening road or weather conditions, afternoon busses may be cancelled but shall not run earlier than the regularly scheduled time. Families of students affected by bus cancellations may arrange alternate transportation at their own expense. If this is not possible, affected students shall be transported to their designated billets. Typically, transportation to a billet shall be arranged by the billet or the student's family at their own expense.

### **4. Cancellations and Transportation not for Bus Routes**

- a) Typically, when bussing is cancelled due to severe weather or adverse road conditions, all transportation of students is also cancelled. This includes, but is not limited to, transportation by any means for extra-curricular activities, in-car portions of driver's education classes, and travel for field trips and other curricular experiences. However, there are exceptions.
    - i) Unless local conditions pose a particular danger, students shall be transported to their billets.
    - ii) If morning bussing has been cancelled but conditions significantly improve, the principal may allow for transportation of students for curricular or extra-curricular activities. This does not apply to bus routes. The principal shall inform the transportation specialist if such a decision is made.
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## **Misbehavior**

All students are expected to observe classroom conduct while utilizing Living Sky School Division Transportation, both route and extra-curricular.

The following actions/possessions are prohibited on all Living Sky School Division buses and vans:

- Rudeness/Disrespect
- Bullying
- Vandalism and tampering
- Fighting
- Yelling
- Horseplay
- Smoking, tobacco use, and e-cigarettes
- Profane language
- Trash
- Illicit drugs/Alcohol
- Weapons of any kind

## **Discipline**

Every student is accountable to the general discipline of the bus driver, to the principal, and to the Transportation Department.

## **Minor Infractions**

- The bus driver will give a verbal warning and explain to the student why his/her behavior is unacceptable.
- The student's parents/guardians will be informed, and discussions will take place.
- Minor infractions may not require disciplinary action unless behavior does not improve.
- A *Student Conduct Report* will be filed for all incidents.

## **Disciplinary Action**

- The principal will be notified of the student's misbehavior and will receive a copy of the *Student Conduct Report*.
- The principal will communicate the situation to the parents/guardians.
- The student will receive a verbal warning from the principal and bus driver. Consequences for further infractions will be discussed.
- If the misdemeanor is of a severe nature, the Transportation Department will be notified and will receive a copy of the report.
- The student may receive an immediate suspension from bus transportation.

## **If no improvement is noticed after the first verbal warning:**

- The principal will be notified of the student's continued misbehavior and will receive a copy of the *Student Conduct Report*.
  - The principal will communicate the situation to the parents/guardians.
  - The Transportation Department will be notified and will receive a copy of the report.
  - A suspension from bus transportation will be implemented. The duration of the suspension will be determined based on the severity of the infraction.
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**If no improvement is noticed after the suspension:**

- The principal will be notified of the student's persistent misbehavior and will receive a copy of the *Student Conduct Report*.
- The Transportation Department will be notified and will receive a copy of the report.
- An immediate suspension of an indefinite timeframe will be implemented.
- Further discussions between the principal, the Transportation Department, the Director of Education, and the student's parents/guardians will follow

Communication and cooperation between bus passengers, parents/guardians, bus drivers, and Transportation staff will ensure that students arrive safely at their destination.

Thank you for helping us to provide safe bus transportation to all our students.

***Living Sky School Division No. 202***

***Transportation Department***

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