

2017-18 School Year

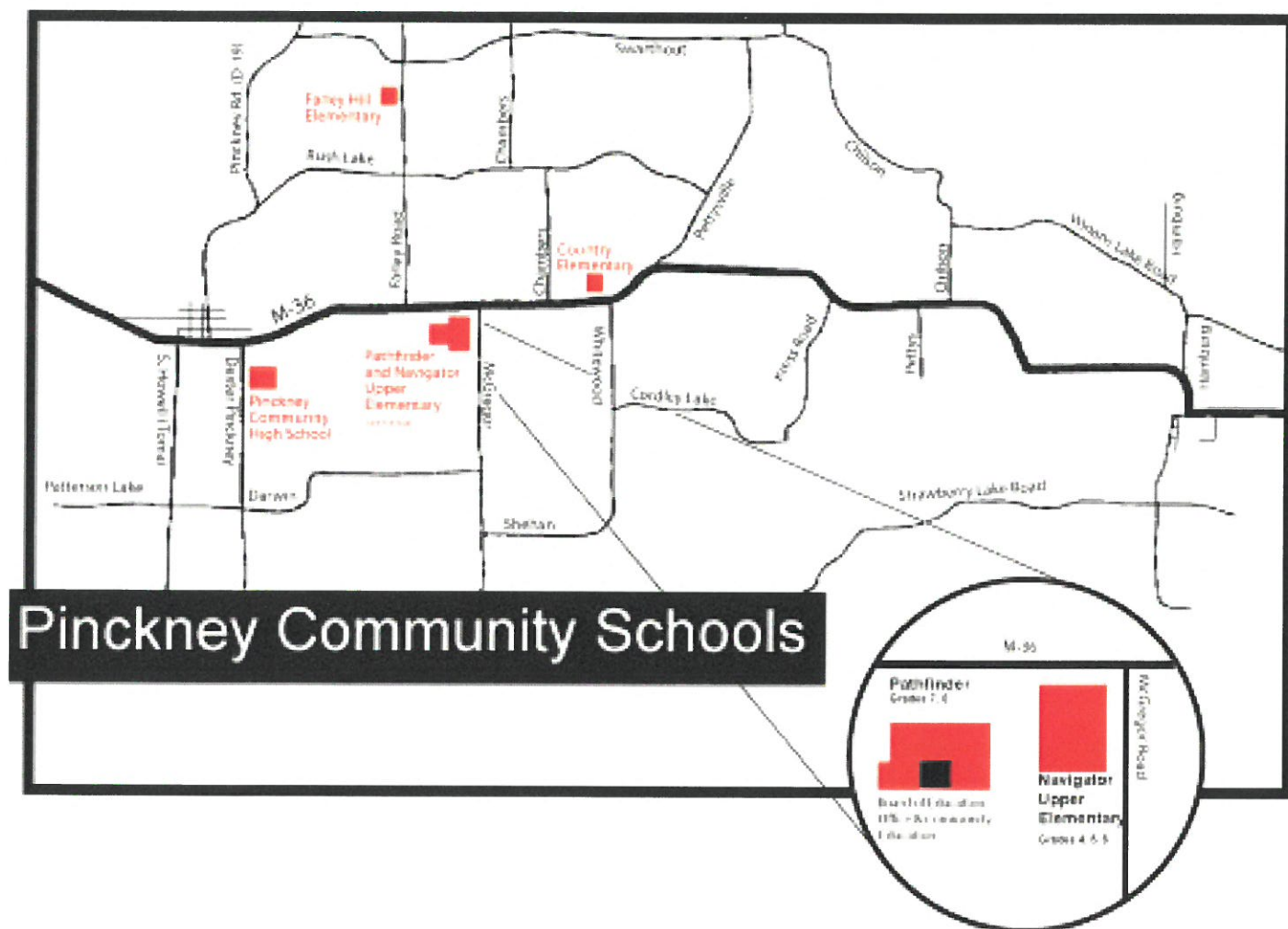


TABLE OF CONTENTS

Important Contact Information	1
General Information	2
Bus Routes and Bus Stops	2
Transportation Eligibility Requirements Walk & Ride Policy	3
Child Care Arrangements	3
Request for Bus Stop & Route Changes	3
Procedures for Changing Buses	3
Responsibilities		
School District	4
Parents/Guardians	4
Students	5
Bus Drivers	5
Kindergarten and Special Education Transportation	6
Student Crossing Procedures	7
Inclement Weather & School Cancellation	8
Family Emergency Plans	8
School Closing Hotline & Severe Weather Procedures	8
Bus Conduct Reporting Process	9
Health Issues	9
“The Danger Zone”	10
“What Every Driver Must Know”	10

IMPORTANT CONTACT INFORMATION

Transportation Department Office	810/225-3960
School Closing Hotline	Your school number listed below
Latchkey Program Office	810/225-3950
Special Education Office	810/225-3918
Board of Education & Central Offices	810/225-3900
Pinckney Schools Web Site	www.pinckneyschools.org

ELEMENTARY SCHOOLS

Country	810/225-6600
Farley Hill	810/225-6400
Navigator Upper Elementary	810/225-5300

SECONDARY SCHOOLS

Pathfinder	810/225-5200
High School	810/225-5500

LATCHKEY TELEPHONE NUMBERS

Country	810/225-6640	Farley Hill	810/225-6440
Navigator Upper Elementary	810/225-5340		

GENERAL INFORMATION

Transportation of regular education students to and from school is not required by law. Please take time to read the following pages and review them with your children in order to protect their transportation privileges.

It is the mutual responsibility of the parent/guardian and school District personnel to make a reasonable effort to understand and cooperate with each other regarding safe and orderly pupil transportation.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE** to be enjoyed only as long as the student accepts responsibility for his/her personal conduct and carefully follows all rules and regulations.

Thank you for your support and cooperation.

Together we will have a great school year.

BUS ROUTES AND BUS STOPS

Safety is the most important factor in transporting students. The following information is offered to help make pupil transportation safe and successful.

1. Bus stops and bus routes are established on the basis of safety, efficiency, and the age of students as well as State of Michigan guidelines. Bus stop locations must avoid as much traffic as possible. Stops shall not be on a hill or before or after a curve. Buses shall be visible in both directions for at least 400 feet when stopped, and stops shall be at least 200 feet apart.
2. Students should arrive at the bus stop **FIVE** (5) minutes prior to the scheduled arrival of the bus. This will allow time to catch the bus, and limit the time for problems among students to arise. **PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR STUDENTS UNTIL THE BUS ARRIVES.**
3. By State law, students **SHALL** cross in front of the school bus, and are not allowed to cross 3 lanes of traffic. They will receive instruction on proper crossing procedures from bus drivers. **PARENTS/GUARDIANS WHO MEET STUDENTS AT THE STOP SHOULD SET THE EXAMPLE AND ALSO FOLLOW THIS IMPORTANT SAFETY RULE.**

The District reserves the right to change stops and routes when necessary. Parent cooperation is required to make sure students ride the buses to which they are assigned. This ensures that the school will know who is actually on a bus, that a student can be located in an emergency, that overcrowding is controlled, and that other potential problems can be prevented. Walking distances and bus routes may be adjusted temporarily, if necessary, by reason of unsafe or impassable roads.

Bus stop information is available on our web site at www.pinckneyschools.org and at your school office. Postcards are sent to households with students in grades K-8 and High School routes are available at orientation.

TRANSPORTATION ELIGIBILITY REQUIREMENTS

Walk and Ride Policy

Students who live more than 1-1/2 miles from the school they attend shall be eligible for transportation to and from school. Current road conditions in the District may allow students who live less than 1-1/2 miles from the school they attend eligible for transportation to and from school.

Students may find it necessary to walk some distance to their designated bus stops or to school. In compliance with state laws, the Pinckney Community Schools walk/ride policy is:

- Elementary school students, grade K – 6th may be expected to walk up to ½ mile to a bus stop.
- 7th thru 12th grade students may be expected to walk up to 1 mile to a bus stop.

Upon request by a parent/guardian, the District may approve transportation for an individual student regardless of residential distance from the school, if a travel route is judged to be hazardous or if other extenuating circumstances exist. NOTE: With the exception of regularly scheduled shuttle buses, once a student boards a bus, he/she must remain on that bus until he/she reaches their final destination.

CHILD CARE ARRANGEMENTS

It is not possible to provide transportation to childcare facilities located outside of the attendance boundaries of the school.

Families are encouraged to use the comprehensive services provided by the Latchkey Program.

Because routes are established based upon residence and or childcare location, changes of pick up and/or drop off time during the year are difficult to accommodate. Requests for change must be made in writing seven (7) days in advance of the anticipated change.

REQUEST FOR BUS STOP & ROUTE CHANGES

When appropriate, special transportation requests regarding bus stops and routes can be made by parents/guardians. Such requests must be in writing and sent to the Transportation Director. The request should include detailed information describing the situation and the desired remedy, whenever possible.

PROCEDURES FOR CHANGING BUSES

At Pinckney Community Schools, we are responsible for the safe and orderly transportation of your children. Parents/guardians are requested to identify two (2) pick up and two (2) drop off locations for the school year. The bus stop may or may not be located at the home address. However, students will be assigned within the prescribed walking distance.

Permanent changes to the scheduled transportation for a student may be made upon written request in advance from the parent/guardian. Direct your changes to the Transportation Department office.

Temporary Changes to the scheduled transportation for a student also may be made upon written request in advance from the parent/guardian. Direct your changes to your child's school office. The note must include your student's name and destination and be signed by a parent/guardian. School personnel upon receipt of your written request, will authorize your note and complete a bus pass which your child must give to the driver when boarding the bus.

Call the Transportation Department in advance to verify seating availability. Bus capacity and assignment may limit changes. Unfortunately, we cannot guarantee adequate seating for scout meetings, birthday parties, etc.

SCHOOL DISTRICT RESPONSIBILITIES

The School District is responsible for:

1. Establishing the policies and procedures by which the pupil transportation program functions.
2. Establishing pupil regulations governing the behavior and safety of students while on the bus and at bus stops.
3. Instituting and administering an instructional program that teaches students proper conduct and safety procedures.
4. Conducting a training program for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood.
5. Ensuring that transportation safety rules and regulations and clearly establishing their roles and obligations with respect to student promptness, attitude and behavior is posted on the District website.
6. Initiating procedures to open lines of communication and cooperation between school administrators, transportation staff and state agencies.
7. Providing training in pupil management skills that extend beyond the scope of enforcing rules and regulations.
8. Ensuring that administrators provide support for discipline and stand behind bus driver's reasonable enforcement.
9. Notifying schools if the bus will be late in arriving.
10. Formulate and implement early dismissal, "snow day" and emergency policies.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians will:

1. Support safe riding practices and reasonable discipline practices.
2. Model, teach and hold their children accountable for appropriate behavior.
3. Make certain that their students arrive at the bus stop on time and be responsible for their students behavior until the bus arrives. Parents/guardians are responsible for their students going to, from and at the bus stop.
4. Provide alternative transportation for their students if oversized objects or live animals must be transported to or from school, or when a student's bus riding privileges are suspended for cause.
5. Ensure that payment is made for damages resulting from vandalism to the bus.
6. Work with school personnel to reinforce appropriate bus rider behavior.
7. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival.
8. Support emergency evacuation drills and other emergency procedures as set by the School District.
9. Respect the rights and privileges of others.
10. Become familiar with District policies, regulations, and principles of school bus safety.
11. Show a photo ID when picking up students at other than regularly scheduled locations, when requested by transportation staff member.

STUDENT RESPONSIBILITIES

Students will:

1. Observe appropriate classroom behavior in order to protect their riding privileges.
2. Be courteous to others. Demonstrate responsible citizenship through positive social interactions while on the bus. Use no profanity or verbal or physical abuse.
3. Remember that eating, chewing gum, drinking, smoking, and possessing illegal substances, weapons, or obscene materials are not allowed on the bus.
4. Cooperate with the bus driver and follow the bus driver's instructions the first time they are given.
5. Remain seated while the bus is in motion.
6. Extend nothing, including head, hands and feet out of the bus windows. Open windows only with permission and only half-way.
7. Be responsible for intentional damage to the interior or exterior of the bus and pay charges for any damages.
8. Display proper respect for the rights and comfort of others on the bus.
9. Be on time at bus stops and stay off roadways while waiting. Buses cannot wait for tardy students.
10. Cross in front of the bus at all times.
11. Limit objects that are brought on the bus to those items that can be safely held by the student. Do not bring or use any items on the bus that could affect health, safety, and security of any passengers. Examples: scooters, skateboards and live animals may not be transported on the bus.
12. Realize that ANY driver distraction is potentially hazardous to the safety of all passengers.

BUS DRIVER RESPONSIBILITIES

The Bus Driver will:

1. Provide safe and orderly transportation for students.
2. Establish proper rapport with students, parents/guardians and building administrators and work to ensure proper conduct and communications.
3. Establish and enforce reasonable bus rules in accordance with appropriate District policy and procedures. This includes teaching students the rules for safe bus riding and street crossing and enforcing these rules in an equitable manner.
4. Keep to the scheduled route and time each day, providing conditions allow.
5. Pick up and discharge students only at their designated stops except with written permission to do otherwise. Request a photo ID of parents/guardians picking up students at other than regularly scheduled locations as necessary.
6. Assign seats as necessary.
7. Notify the office if the bus will be late in arriving.
8. Check the bus by walking from front to back to make certain it is empty at an appropriate location after the last child exits the bus and between all runs before parking the bus.
9. Notify parents/guardians, Transportation Director and the Building Principal of student behavior concerns.
10. Will not leave the bus unattended with students on board.
11. Provide for school bus emergency evacuation drills on a regular basis as required. Follow appropriate procedures in dealing with dangerous situations.
12. Build positive relationships in a professional, ethical manner by honoring diversity, modeling life skills, and meeting the physical and emotional needs of all passengers.

KINDERGARTEN AND SPECIAL EDUCATION STUDENTS

In addition to the above responsibilities, the following procedures have been established in order to provide for the safe and orderly transportation of students who may have difficult time communicating information or making appropriate personal safety decisions.

Responsibilities

Parents/guardians will:

1. Have the student ready at least **FIVE (5)** minutes before the bus's arrival time.
2. Escort the student to the bus and assist with boarding, if necessary.
3. Be at home when the bus arrives at the student's home. If not,
 - a. The bus driver will take the student back to school or to the Latchkey Program at their school.
 - b. The parent will be called and will be responsible for picking up the student and paying any childcare fees due.
4. Escort the student off the bus.
5. Call the Transportation Department if the student will be absent. If the student is absent for two consecutive days, the bus will not stop again until the parent/guardian calls to resume transportation.
6. Notify the Transportation Department, Special Education Department, and the school office promptly of any address or phone number changes.
7. Participate in the IEP meeting that decides the student's unique transportation needs.

The Bus Driver will:

1. Carry the bus list of special education students on the bus.
2. Be responsible to see that the student is appropriately secured in the bus.
3. Never release the student to anyone who is not a known adult.
4. Be certain students leave the bus at the appropriate school.
5. Take the student back to school or to the Latchkey Program, if the parent/guardian is not at home.
6. Collaborate with parents/guardians and staff in developing behavioral intervention plans as necessary.
7. Report medical issues and serious behavior issues to the principal, parents/guardians and Transportation Director.

Teachers or Assistants will:

1. Meet the bus promptly at school.
2. Escort the student to and from the bus.
3. Assist with boarding at the end of the school day.
4. Collaborate with transportation staff and parents/guardians in designing appropriate behavioral intervention plans.

The Special Education Department will:

1. Set up initial IEP transportation meeting requests.
2. Invite a representative from the Transportation Department to IEP's that deal directly with transportation as a related service.
3. Notify the Transportation Department of any changes in address, phone or pertinent medical information.
4. Notify parents/guardians of bus number and pick up and drop off information.

The Transportation Department will:

1. Notify all regular and substitute bus drivers of the correct procedures to be followed.
2. Equip buses with necessary and appropriate safety equipment.
3. Inform the school in the event that a substitute bus is being sent to pick up students.
4. Provide training so drivers can respond to emergency situations on the bus.
5. Accommodate Special Education student needs as requested in an IEP within the confines of State and Federal law.

STUDENT CROSSING PROCEDURES

Please review these important safety procedures with all of your children. Parents who escort their children to and from the bus when crossing, must set the example for their children and also adhere to these important safety procedures. **EVERYONE NEEDS TO KNOW THAT NOT ALL VEHICLES STOP AS REQUIRED BY LAW, EVEN WHEN THE RED LIGHTS are flashing on a school bus.**

When crossing the street to board the bus:

1. Students wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway and look to the bus driver for the signal to cross.
2. Bus drivers will display a paddle (see below) to indicate when it is safe to cross the street. If it is dark, drivers may turn on an inside light to be seen easier.
3. Students proceed directly across the road always staying well in front of the bus and board the bus. Stay out of the "DANGER ZONE!" (see inside back cover)
4. Do not stop in the middle of the street or cross behind the bus.
5. Under PA 231 of 2004 of the Pupil Transportation Act, "A school bus must not leave the roadway when performing a red-light stop where pupils are required to cross the roadway."

When crossing the street after leaving the bus:

1. Students exit the bus and take 10 giant steps in front of the bus staying on the side of the street. Stay out of the "DANGER ZONE!"
2. Students stand in a group and look to the bus driver for the signal to cross.
3. Bus drivers will display a paddle (see below) to indicate when it is safe to cross the street. If it is dark, drivers may turn on an inside light to be seen easier.
4. Students proceed to a point even with the left side of the bus and STOP.
5. Students look left and right for passing cars.
6. Students look to the driver for instruction to complete the crossing.
7. Do not cross behind the bus.
8. If a paper or article goes under the school bus, always ask the bus driver for help.
9. Do not get mail from roadside mailboxes until after the bus leaves the stop.

"CROSS SAFELY"



(Yellow Paddle)

"STOP"



(Red Paddle)

INCLEMENT WEATHER

School Cancellation

Severe weather or other emergency conditions may necessitate closing school after the school day has begun. When the Superintendent or designee determines that school shall be closed, radio stations WJR and WHMI will be notified. The notification will include the anticipated dismissal time. Normally, high school and middle school students will be transported first, followed by the elementary/kindergarten students.

Due to the great number of working parents in our community and the burden that an early closing would cause them, every effort will be made to keep students at school until the regular dismissal time. The final decision will be based on maximum student safety. When it is necessary to close school and dismiss students early due to inclement weather or other emergency reasons, parents are responsible to make arrangements for when their child arrives home. There will be an elementary fan-out by classroom. We will attempt to call parents or designees (i.e. neighbor or other emergency person designated by parents) in the event that school is dismissed early. In the event that we cannot contact a parent or designee, students will be taken back to their home school for parent pick-up.

The Latchkey Program may not operate for the p.m. session when school is closed after the start of the day. Latchkey Coordinators will contact parents to notify them of the cancellation of the p.m. session.

FAMILY EMERGENCY PLANS

Students and parents/guardians should develop family emergency plans. Does your child have a house key or know where to find one? Does your child have a neighbor to go to in case no one is at home? Have you discussed several possibilities so your child knows what to do? Do a drill or at least a periodic verbal check to be sure your student knows what steps to take. Keep the procedure updated as personal circumstances change.

SCHOOL CLOSING HOTLINE

Parents/guardians and students are encouraged to call your school for up to the minute school information. You may also contact the Board of Education at 810/225-3900. The latest information is also available on our web site www.pinckneyschools.org.

TORNADOES/SEVERE WEATHER PROCEDURES

When a tornado watch is issued for the Pinckney Community Schools area, classes will be conducted as usual and students will be dismissed at the regular dismissal time. Weather conditions will be closely monitored by the Central Office and Transportation Department personnel. When a tornado warning has been issued, which means a tornado has actually been sighted in the area or its presence has been detected by radar, all schools will be directed to take cover in the building's predetermined tornado shelter areas. **STUDENTS WILL NOT BE DISMISSED FROM SCHOOL WHEN A TORNADO WARNING IS IN EFFECT.** Students will be kept at school until the "ALL CLEAR" has been issued and the tornado warning has been lifted. This may necessitate keeping students at school beyond the regular dismissal times. These procedures have been developed for the safety of the Pinckney Community Schools students. Should any parent have questions or concerns, please contact your Building Principal or Linda L. Moskalik, Assistant Superintendent of Finance & Operations, at 810/225-3900 or Susan Miller, Transportation Director, at 810/225-3960.

BUS CONDUCT REPORTING PROCESS

Please help us provide safe transportation for all students by discussing appropriate bus behavior with your child and stress the importance of good conduct while on the school bus.

Parents/guardians will be notified of inappropriate behavior on the school bus. To assist the bus driver, a video camera may be used to monitor student behavior while riding on Pinckney school buses.

All students need to attend school regularly to receive the best possible education. Riding the school bus is a privilege. Suspension of riding privileges does not mean a suspension from school. Parents/guardians are responsible for transportation to and from school when a student is suspended from riding the bus.

Bus discipline is progressive and cumulative and will normally start at "Step 1" listed below. Any infraction can be processed immediately at "Step 3" when approved by an Administrator. Immediate suspension will occur for any infraction involving fighting or possession of illegal drugs/alcohol/weapons/contraband. The School District reserves the right to implement alternative discipline options based on individual circumstances. Every attempt will be made to verbally notify parents/guardians prior to suspension of riding privileges. Written notice will be given to the student to take home for each step taken.

Bus Drivers Action:

Step 1 – Verbal Warning
Step 2 – Parent contact
Step 3 – Level 1 One (1) day suspension

Administrative Action:

Step 3 – Level 2 Three (3) day suspension
Step 3 – Level 3 Five (5) day suspension
Step 3 – Level 4 Ten (10) day suspension

HEALTH ISSUES

Out of consideration for those passengers and employees with medical conditions, passengers should refrain from using any aerosol spray, cologne, perfume or other items with strong odors while on the bus. Please be aware of, and respect, other passengers medical issues and needs.

If your student has a particular medical condition where he/she needs to carry medicine (i.e. an EpiPen®) on the bus, please notify the Transportation Department of the medication and the circumstances when it may need to be used.

AAA School Bus Stops and Danger Zone

SCHOOL BUS STOPS What Every Michigan Driver Must Know

SCHOOL BUSES WITH OVERHEAD RED AND YELLOW LIGHTS (With or Without Bus Stop Signs)

1. Yellow lights are flashing- prepare to stop.
2. Red lights are flashing-stop no closer than 20 feet from the bus.
3. Red lights turned off-proceed.

SCHOOL BUSES WITH OVERHEAD RED LIGHTS (With or Without Bus Stop Signs)

1. Red lights are flashing and bus is moving-prepare to stop.
2. Red lights are flashing and bus is stopped-stop no closer than 20 feet from the bus.
3. When red lights are turned off-proceed.

ALL SCHOOL BUSES

Yellow hazard warning lights are flashing-proceed with caution.

Source: AAA