

Dike-New Hartford Community School District

School Transportation

Procedures and Requirements

August, 2018

Dear Parents and Students:

This communication pertaining to transportation matters is being sent to ALL parents and students. **Procedures and requirements for safe school transportation are applicable to "all" students because all are transported either on regular routes or on shuttles between facility sites, field trips or for any and all co-curricular activities.**

Safe school transportation is the primary objective of both drivers and school officials. We take this responsibility very seriously! Cooperation between students, parents, drivers and school staff is essential to provide safe and dependable transportation.

Parents, students, drivers and school officials greatly appreciate the attitude and behavior the vast majority of students exhibit while on school buses! Respect for others and an understanding of acceptable and unacceptable behaviors are essential and are a part of what we teach in the school curriculum. The expectation of these standards extends to school transportation. Just as in school, there is no justification for students verbally and/or physically abusing other students; nor is there any excuse for destruction of personal or school property while riding a school bus. **Such behavior will result in the loss of bus riding privileges.**

The enclosed "Regulations Governing Pupils Riding School Buses" and "Method of Handling Behavioral Problems on Buses" are the same as in the Parent-Student Handbook. Parents are requested to review these procedures and expectations with their children. The safety of every person riding a school bus has been and will continue to be of great concern to all of us.

Also note the Parent-Student Handbook for procedures to be followed when a parent/guardian desires to personally transport their son or daughter to or from an out-of-district activity.

Dike-New Hartford buses are equipped with two-way radios which operate on an emergency band frequency. This safety feature aids the drivers and school officials to quickly deal with various behavioral, mechanical or weather situations as they arise.

Please notify the bus barn (319-989-9334) or call and let the driver know that the student(s) will not be riding. Your notification helps to reduce the possibility of students having to stand in adverse weather conditions waiting for a late bus. It also reduces miles traveled and transportation costs.

TRANSPORTATION POLICY REMINDERS

- **Bus Stops** - Please be aware that bus stops are not to be permitted on roadways, intersections and other locations other than for emergency circumstances such as for weather related and/or road surface conditions.
- **Video Cameras** – The Dike-New Community School District Board of Directors has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be retained with other student records. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.
- **Bus Messages** – Messages regarding AM regular route bus pick-ups should be directed to the bus barn office (989-9334); someone is there from **7:00 AM** on school days.

Messages for PM regular route bus drop-offs may be directed to either the superintendent's office (989-2552) or the New Hartford office (983-2206) where the bus radio bases are located.

First Day of School Schedule:

First Day – Thursday, August 23, 2018
Start Time - 8:15 a.m. for junior high
8:20 a.m. for elementary sites
and high school

The first day of school is a
Regular day with the exception
of kindergarten students, they will be
dismissing at 1:25 on 8/23, 8/24 & 8/27

Students Report To:

PreK-5 Grades to elementary classrooms
6-8 Grades to first period classes
9-12 Grades to first period classes

Buses Depart at 3:30 p.m.

RURAL BUS ROUTE ASSIGNMENTS

A copy of bus routes and order of pick-ups is enclosed for rural students. The initial pick-up time for each route is noted. The earliest pick-up is at approximately 6:55 AM. All buses are to arrive at school by approximately 7:50 AM. **Please note that pick up times are estimates. These times will vary to earlier or later due to weather conditions and variance in who does or doesn't ride on any given day.**

BUS SCHEDULE FOR WEATHER/EMERGENCY DISMISSALS

WEATHER & OTHER EMERGENCY DISMISSALS AND TRANSPORTATION PROCEDURES -- announcements will be given to:

KWWL-TV (7)
KGAN-TV (2)
KCRG-TV (9)

The interpretation and procedure for the announced dismissal time will be as follows:

1. **"Announced dismissal time"** – is the actual time buses depart for returning students to their homes.
2. 20 minutes in advance of the announced dismissal time - junior high and high school students are dismissed.
3. 15 minutes in advance of the announced dismissal time – shuttle buses depart.
4. 10 minutes in advance of announced dismissal time - elementary students are dismissed.

(NOTE: There will NOT be any junior or high school before-school practices, rehearsals or activities whenever school is delayed or cancelled. As a general rule there will not be any after-school practices, rehearsals or activities whenever school is canceled unless announced to the contrary via TV).



Welcome Back to School!

DIKE CROSS WALK

Stop signs on Main Street at the corners of Monroe and North Streets will be in force from 7:00 a.m. until 4:00 p.m. on days school is in session. Drivers are cautioned to be alert to these signs and be prepared to stop if traveling on Main Street at these two intersections during school hours.

These signs have been installed to provide greater safety for our students crossing the intersections at Main Street. **Remember when approaching an intersection, the pedestrian has the right of way.**

NEW HARTFORD BUS LOADING

For safety during bus loading before and after school:

- Students must cross at marked crosswalks and should never cross at mid-block from between cars.
- Students, be very careful when crossing all streets; especially T-55.
- **Parents, please do not park in the bus loading zones** forcing buses to double park.
- **Parents, do not cross over and park on the westbound side of the street in front of the school when approaching from the West.** This results in crossing traffic lanes when you leave.

DIKE BUS LOADING

To allow buses to easily load or unload students in the circle drive, **we ask that parents not park in the circle drive in the bus loading zone.** This allows for easier flow of buses coming in and out of the circle drive. Parents dropping off or picking up students should park on the east side of Main Street so children do not have to cross the street.

WEDNESDAY - FAMILY/CHURCH NIGHT

Wednesdays will be designated as family/church night. **No junior high or high school student activities or practices are to be scheduled after 6:00 p.m., with students being out of the building by 6:15 p.m.** (with the exception of state sponsored or administrative approved events).

“AM” ACADEMIC SHUTTLES...

3rd-6th Grade & Junior High Students:

Students residing in town should plan to ride the 7:55 a.m. shuttles. Shuttles will depart after the arrival of the rural route buses.

7:55 AM - **Junior High Shuttle**– departs from circle drive in Dike.

7:55 AM - **Elementary Shuttles** –

3rd & 4th Grade - departs from the cafeteria at the New Hartford site.

5th & 6th Grade - departs from the circle drive at the Dike site.

New Hartford High School Students:

New Hartford high school students who desire to ride the “early” morning shuttle should be at the gymnasium location in New Hartford for a 6:30 AM departure to the high school. Also available would be the 7:55 AM shuttle returning to Dike from New Hartford.

“PM” ACADEMIC SHUTTLES...

3rd-6th Grade, Jr. High & H.S. Students:

3:05 PM - 5th Grade Students

3:10 PM - 3rd-6th Grade Students, Junior High & High School classes dismissed.

3:15 PM - Shuttles depart from Dike and New Hartford.

3:25 PM - Elementary classes dismissed.

3:30 PM - (Approx) - Afternoon routes depart; returning students home.

PRE-SCHEDULED EARLY DISMISSALS BUS SCHEDULE

1:30 PM EARLY DISMISSAL SCHEDULE.... Early dismissal schedule for staff development will be as follows:

1:10 PM - 3rd-6th Gr., J.H. & H.S. students dismissed

1:15 PM - Shuttles depart

1:25 PM - Elementary students dismissed

1:30 PM - (Approx) - Route buses depart

ACTIVITY SHUTTLES...

The following schedule will be used for the junior high activity shuttle to and from New Hartford:

Fall Shuttle Times:

6:15 AM - Leave Dike to New Hartford

6:30 AM - Leave New Hartford to Dike

5:15 PM - Leave Dike to New Hartford

5:30 PM - Leave New Hartford to Dike

Wednesday night shuttles dismiss early due to Church Night.

The AM activity shuttle bus will depart from the circle drive at Dike. (This works well for parents dropping off junior high students.)

The PM return activity shuttle bus will arrive at the SE corner of the high school gymnasium.

Shuttle Bus Information

Activities and practices will be scheduled and coordinated to eliminate unnecessary duplication of shuttles and cost of the shuttles. No arrangements will be made to accommodate students who miss a shuttle bus!

Junior High Activity Shuttles - Since nearly all junior high scheduled activity events are after school, the bus will depart for the activity from the junior high campus in New Hartford. Coordination of multiple activities scheduled will be necessary so that junior high students on these trips residing in the Dike area are returned to the Dike campus.

High School Evening Activity Shuttles - The after-dinner-hour or evening shuttles will be scheduled as needed for musical, speech and other practices. There will be one departure time for the shuttle from the New Hartford campus for all evening high school activities and one shuttle back to the New Hartford campus upon conclusion of evening practices for all high school activities as may be needed. The shuttles and times will be announced to the students.

Modifications in procedures may be necessary from time to time to deal with unknowns or unusual circumstances. Your understanding and cooperation is greatly appreciated.

REGULATIONS

**Parents, please emphasize these particular rules of common courtesy which, when disregarded, have resulted in students being denied the privilege of riding the bus.

****NOTE: Food and drink are not to be consumed on buses.**

1. Students are under the authority of the bus driver.
2. Students should be on time for the bus both morning and evening and for shuttle trips between school sites. **No special trips will be made for students who miss the bus!**
- **3. Passengers will remain seated while the bus is in motion.
4. Passengers are not to extend their hands, arms or head through the bus windows.
- **5. Passengers should converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks. Playing of radios shall be at discretion of the bus driver!
- **6. Passengers shall not open or close the bus windows without the permission of the driver.
7. Students shall keep the bus clean, and refrain from damaging it. Parents will be billed for property damage caused by their children.
- **8. Passengers shall be courteous to the driver, to fellow pupils, and to passers-by.
9. Students will enter and leave the bus, at school loading stations and at highway bus stops, in orderly fashion and in accordance with instructions.
10. Students will refrain from crowding or pushing at pick-up points. This is especially dangerous when the bus is approaching.
11. Each student must go directly to his or her seat upon entering the bus.
- **12. Rough housing on the bus is prohibited; this includes striking, hitting, pushing, and pestering other persons.
13. Passengers must keep feet off the seats.
14. Passengers must keep sharp objects from damaging the upholstery.
- **15. Pupils must not throw objects about in the bus nor out through the windows. This sort of thing is particularly dangerous and disturbing to the driver.
16. Books and other property must be properly stowed out of the way, and the aisle must be clear at all times.
- **17. No object or substance should ever become airborne on the school bus.
18. Students must avoid playing or loitering on the roadway when waiting for the bus.

POLICIES FOR HANDLING BUS BEHAVIORAL PROBLEMS

In case of a rule infraction, the bus driver will usually attempt to resolve the problem (except for major incidents) without involving the principal or recommending suspension of the pupil from transportation service. Anyone can make a mistake. A warning from the driver followed by the appropriate behavior from the student should be all there is to school bus behavior management.

Please Note: Dike-New Hartford bus drivers use a "Bus Violations Report to Parents," to document and notify parents and school officials of behavior problems. The form will be given to the student who must take the form home for review by the student's parents. The form is to be signed by a parent and the student will be requested to return the form to the bus driver the next day. It will also be filed in the principal's office.

When it becomes necessary to immediately involve the principal or to deny privileges to your child for repeated or more serious behavior problems, the following procedure will be followed:

1. A school official will be notified, possibly by radio, and the student may be transported back to school.
 2. The principal and/or superintendent will immediately attempt to notify the parents and arrange for a conference. The conference and understanding between the parent(s), student and school officials will determine whether or not the pupil will continue to ride the school bus.
 3. Transportation privileges will be denied the pupil for repeated disruption or insubordination and/or for the safety and/or welfare of the pupils being transported.
 4. As a general rule the first infraction will result in a warning communicated to the parent. The second infraction will require a parent conference and the third infraction will result in loss of riding privileges.
- NOTE:** When transportation privileges are denied, the parent may appeal to the Board of Directors by request to the superintendent and a complete review of the case will be conducted.
5. A pupil will **not** be removed from the school bus or left on the road between the school and the student's home. The drivers are instructed to deliver the pupils either to the home or school except for road conditions or construction which will not permit the bus to travel a particular road.