

**Delton Kellogg
Transportation
Department**

2018 – 2019

**Parent/Student
Handbook**



327 N. Grove St.
Delton, MI 49046
Office Phone: (269) 623-1515
Fax: (269) 623-1518
www.dkschools.org

**DELTON KELLOGG SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
DELTON, MICHIGAN
269-623-1515**

Dear Parents / Guardians:

At Delton Kellogg Schools, we pursue excellence in all that we do, which is only possible through partnering with all of you. This pursuit of excellence also applies to our Transportation Department, where excellence takes the form of everyone conducting themselves in a respectful manner to ensure that everyone is safe. As you can imagine, driving a bus full of approximately 70 students ranging from Kindergarten to 12th grade is no easy task. This is why it is so important for students to follow the **“Conduct Rules and Regulations”** included in this handbook. We ask that you review this section with your children.

These rules are in place to keep everyone safe. Every rule is based on the focus of respecting the driver and every student. We ask that if you are unhappy with a situation that has happened on the bus, please do not put the driver down in front of your students. If you question the way a driver has handled a situation, it would be beneficial to all if you would call the transportation department and talk with the driver. Please know that the members of the Transportation Department, including the drivers, are all here to do what is best for our children. It is important for students to meet the expectations as outlined in this handbook, as the bus driver needs to focus on driving and not be distracted by misbehavior occurring behind them on the bus.

Again, our pursuit of excellence is only possible while partnering with you. Thank you for being a part of Delton Kellogg Schools!

Sincerely,

Kyle Corlett
Superintendent
Delton Kellogg Schools

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Delton Kellogg Schools

“District Beliefs”

WE BELIEVE our school should create quality learning opportunities for all.

WE BELIEVE our school should be built upon respect and responsibility.

WE BELIEVE our school should reflect leadership which builds consensus, ownership and accountability.



Notice of Nondiscrimination

No child shall be discriminated against because of race, color, national origin, sex, age or handicap.

TELEPHONE DIRECTORY

Delton Kellogg Schools		623-1501
Office of the Superintendent		623-1501/1505
Kyle Corlett	Superintendent	623-1505
Fax		623-9269
Elementary School Office		623-1531/1532
Steve Scoville	Principal	623-1535
Fax		623-9291
Middle School Office		623-1541/1542
April Margaritis	Principal	623-1545
Lucas Trierweiler	Dir.Spec.Ed	623-1525
Fax		623-9259
High School Office		623-1521/1522
Lucas Trierweiler	Principal	623-1525
Mike Mohn	Assistant Principal/Athletic Director	623-1524
Fax		623-9292
Food Service		
Sharon Boyle	Supervisor	623-1523
Transportation, Custodial & Maintenance		
Kyle Corlett	Superintendent	623-1501
Wayne Neitzke	Transportation Supervisor	623-1515
Pre-School		623-1364
Head Start		623-2096
Barry Intermediate Schools		945-9545
Michigan Career and Technology Institute		664-9253
Delton Kellogg Board of Education		623-9246

DELTON KELLOGG BOARD OF EDUCATION

Andrew Stoneburner
James McManus
Jennifer Bever
Marsha Bassett
Bob Houtrow
Kelli Martin

Sarah Austin
Kyle Corlett Superintendent

STUDENT INFORMATION

It is imperative for the Transportation Department to have on file as much information as possible about each passenger. In the event of an emergency, it may be necessary to deal with a child's particular problem and the name and telephone number of each student's Parent must be available. Time may be essential in some instances and having this information will insure that each child receives prompt and efficient attention. **Please be sure the Transportation Department has up-to-date information each year.**

RESPONSIBILITY OF PARENTS:

1. To make reasonable effort to understand and cooperate with those responsible for student transportation.
2. To accept joint responsibility with the school authorities for proper conduct of their children.
3. To provide necessary protection of students when going to and from school and at the bus stop.
4. To have students arrive at the bus stop on time.

BUS STOP LOCATIONS:

Bus stops in each area must be chosen with care. There are several important factors which must be considered, as well as the guidelines established by the State of Michigan.

The first consideration in selecting bus stops is the safety of the children. Bus stops must be at a location which is as much out of traffic as possible. The bus must be visible for 400 feet when stopping. The stops on each route must be chosen to provide the best service. Buses can make four stops in a mile, but State guidelines indicate that 7-12 grade students may walk up to one mile to a bus stop, and K-6 grade students may walk for 1/2 mile. Students should expect to walk some distance to a bus stop because of safety considerations or State guidelines.

ARRIVAL AT THE BUS STOP:

A school bus cannot legally stop at a bus stop if students are not present and ready to board the bus. The driver will inform your student of the time of the bus stop. Children should arrive at the bus stop five minutes before the scheduled time for the bus to arrive, thus allowing them plenty of time to catch the bus. The students should wait for the bus in a quiet orderly manner. They should stand on the side of the street or road and not be around the houses in front of which the stop is located. There should be no crowding, fighting or pushing, particularly when the bus is pulling to the stop.

Unpleasant situations can be created by the misbehavior of children at the bus stops, and the School System cannot be responsible for damage or injury in such situations.

PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN UNTIL THE BUS ARRIVES AT THE STOP.

CROSSING AT THE BUS STOP:

By State statute, passengers must cross in front of the school bus and at the driver's direction. The students are taught this by the drivers, and the information is reinforced in the classroom by the students' instructors. Bus drivers will keep their buses waiting at the stop, and lights flashing, until all the passengers are across the street and on the bus. **PARENTS, WHO MEET THEIR CHILDREN AT THE BUS STOP, ALSO MUST ADHERE TO THIS RULE.**

CHANGES IN BUS STOPS:

Students will be let off the bus only at their designated stops. **Only students assigned to ride the bus will be allowed to ride, unless they have a note from the office and evidence of direct parent contact.** Transportation will be arranged for students who meet eligibility requirements. In the event a student requires transportation to an address other than his/her home address, appropriate arrangements must be made in advance with the Transportation Office.

INFORMATION MUST BE MADE AVAILABLE TO THE TRANSPORTATION OFFICE NO LATER THAN 2:00 P.M.

SCHEDULES

DEPARTURE FROM THE BUILDINGS IN THE AFTERNOON:

All Delton-Kellogg buses must maintain a very tight schedule in order to be on time. Approximately ten minutes after dismissal are allowed before the buses depart in the afternoon. The school dismissal time is 2:50 p.m.

Students must board the bus in the designated loading area, once the buses start moving drivers will not stop to pick students up. If this happens, we instruct the student to go to one of the offices to call home.

CALLING THE TRANSPORTATION OFFICE:

If a student will not be riding the bus, it is helpful and necessary that the parent contact the Transportation Office. Such cooperation gives the drivers the opportunity to make appropriate adjustments in their routes, not arriving late or early for other students. If a student will be absent for more than two days, please notify the Transportation Office, and when your student will be riding again. The Transportation Office is open every day of the school year at 6:00 a.m., which gives the parent or guardian time to call before it is time for the buses to leave on their runs. The telephone number at the Transportation Office is 623-1515 with an answering machine.

INJURIES

If a child is injured on a bus or at a bus stop, a summary of the incident is to be reported to the bus driver. By law each bus is equipped with a first aid kit which may be used to help with small cuts and abrasions. If an injury requires more extensive treatment, the bus driver will make the decision as to the best course of action to take at that time.

ACCIDENTS AND BREAKDOWNS

The Delton-Kellogg Transportation Department has an excellent safety and maintenance record, but accidents and breakdowns do occur and, in the event of either of these situations, the driver will instruct the children exactly what they must do. Breakdowns usually are not of a serious nature. If a breakdown does occur, another bus will be used and the children will be transferred to it and continue on their way.

Accidents involving school buses and other vehicles are rarely very serious. A greater time delay than a breakdown may result however; since the police will have to be contacted, and will want the names of all of the students on the bus. In the event of an accident, the Transportation Office will be notified and kept informed of the situation.

RADIOS ON BUSES:

All of our buses are equipped with radios for emergency purposes. If a bus develops mechanical problems or one of the students needs emergency treatment while being transported to or from school, the driver can call for assistance. However, the radios cannot be used to transmit personal messages to a driver or to a passenger on the bus.

EVACUATION DRILLS:

Evacuation drills are conducted three times a year in order to acquaint students and drivers with proper and time saving practices. The drills are conducted on the buses under the direction of the bus driver.

Should it become necessary to evacuate a bus due to an accident or breakdown, the driver will instruct the students as to the proper action to take.

ASSIGNED SEATS:

In most situations, students will be allowed to sit where they wish on the bus. If a problem does arise, the driver may assign seats as necessary. Perhaps only a few students will be assigned to a special seat, or in some instances, a whole group could be given a particular place to sit. The students are expected to take their assigned seats each day until the driver instructs them otherwise. **The driver is authorized to assign seats.**

PROPERTY DAMAGE:

Students should report any damage that is observed as soon as they enter their seats. **Parents are responsible for damages to school buses, and students who are found guilty of this offense will be denied bus privileges unless the costs of repairs for all damages are paid within the time specified.**

BUS CONDUCT RULES AND REGULATIONS:

It is the staff's intention to provide safe transportation to everyone eligible for bus service, and the staff does not want to deny anyone the privilege of riding on the bus. However, certain situations may arise which make it necessary to discipline students; it may become necessary to deny bus privileges as a form of discipline.

Should a problem arise on a bus, the driver will decide on the best course of action to follow. A written report will be issued to the student and a parent signature indicating receipt will be necessary. Passengers must obey the following list of rules and regulations for the safety and comfort of everyone riding the bus.

SCHOOL BUS RULES AND REGULATIONS:

1. Stay off roadway while waiting for the bus. Form a line to get on the bus.
2. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Remain seated while the bus is in motion. Enter or leave the bus by the front door, except in case of emergency.
3. Cross in front of the bus when crossing a road or a highway, not in back of the bus. Students picking up mail when dropped off, are not to go to their mailboxes until the bus is out of the way and they can be seen by oncoming traffic.
4. Drivers are to load and unload students at their designated stop only, unless other arrangements are made with the Transportation Office.
5. Be on time at designated stops. **BUSES WILL NOT WAIT FOR TARDY STUDENTS.**
6. When dismissed from school, students are to go directly to their bus, line up in an orderly fashion and enter the bus.
7. **Obey the driver at all times.**
8. Respect other riders - do not bother them either by what is said or what is done.

9. Stay seated at all times except when loading or unloading. Seats must be shared.
10. When seats are assigned, each student must ride in his/her assigned seat. Keep feet out of aisles, off of seat, and back of seats. Sit in a forward position.
11. Windows are for ventilation and visibility only. Arms and head must never extend, even partially, out of a window. There is to be no shouting through windows or throwing items out of windows.
12. **THERE WILL BE NO SMOKING ON THE BUS, AND ALL USE, SALE, DELIVERY, OR POSSESSION OF ALCOHOL, CONTROLLED SUBSTANCES, AND LOOK-A-LIKES ARE PROHIBITED.**
13. Students are not allowed to bring any container or objects made of glass on the bus.
14. Fighting, pushing, shoving, or other rowdyism will not be tolerated.
15. Help keep the bus clean.
16. Report damage to the driver. Damage to the interior or exterior will result in payment for damages and in suspended bus privileges.
17. Students are not allowed to bring to school or take home from school live animals of any size or shape on the bus, without the prior permission of the bus driver - then only if it is caged.
18. Musical instruments will have to be held by owner. Do not leave them in the aisle or at the front or rear emergency door.
19. Transportation will not be provided for non-school activities or to places of employment.
20. Any student who is in possession of a weapon will be dealt with according to Delton Kellogg School Board of Education policy which is addressed in the Student Handbooks.
21. If an Elementary or Middle School student is suspended from riding a bus to or from school and scheduled to go on a field trip, it will be left to the discretion of the teacher and/or administrator of the building as to whether that student will be allowed to go.
22. Laser lights/pointers are not allowed on a bus. Possession of a laser light/pointer will result in confiscation and possible school suspension. Parents may pick them up in the Transportation Office.
23. Delton Kellogg Student Handbooks will be followed.
24. All students are expected to follow school policy on cell phone use.

Please remember that riding the bus is a privilege, not a right. If rules are repeatedly disregarded, this privilege may be denied.

The rules and policies of Delton Kellogg School District apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or any school-sponsored activity or whose conduct at any place or time creates a substantial disruption to the operations, discipline, or general welfare of the school, regardless of location, date or time.

All above rules apply to the shuttle buses.

SURVEILLANCE/PHOTOGRAPHY/VIDEOS

The board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Students in violation of board policies, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recording may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

PROCEDURES FOR VIOLATION OF BUS CONDUCT AND SAFETY RULES (normal circumstances)

1st offense: Written warning report by Bus Driver

2nd offense: Final written warning report

3rd offense: Loss of riding privileges and contacted by Transportation Department. Also meeting with Transportation Coordinator and/or Superintendent of Operations

LAST CHANCE RIDE: Any safety rules broken – **OFF THE BUS REST OF SEMESTER**

The following is a list of violations of “Bus Conduct Rules and Regulations” and the disciplines that will be used in conjunction with School System policies and regulations regarding student rights, responsibilities, conduct, and discipline.

AUTOMATIC SUSPENSION (from Transportation)

The school officials reserve the right to make referral to the police and/or deny school attendance as well as the following penalties:

1. Tobacco, use of:
1 – 10 days
2. Alcohol, use and /or possession of:
5 – 10 days minimum
3. Drug abuse (controlled substances or look-a-likes), use, possession, selling and/or delivering of 5 – 10 days
4. Fighting, Intimidation, Insubordination, Forgery, Use of Matches or Lighters:
3 – 10 days
5. Stealing:
1 – 10 days
6. Vandalism: Restitution for materials and labor and possible suspension; possible suspension until full payment is received.
7. False alarms, Fireworks, Misuse of safety equipment:
3 – 10 days

WEATHER

SPECIAL PROCEDURES FOR BUS DRIVERS AND BUILDING PRINCIPALS DURING TORNADO WATCH AND/OR WARNING CONDITIONS:

1. "Watch" Condition - Students will be transported home from school according to regular schedules.
2. "Warning" Condition - Students will remain in school buildings in designated "safe areas" until the warning expires.
3. Buses in process of leaving when a "Tornado Warning" or "Severe Thunderstorm Warning" is received - Students will be directed to unload from the buses and return to their building for instructions about proceeding to designated "safe areas" until the warning has expired.
4. Buses have loaded and have departed from the building area and are at a considerable distance from Delton school building when a "Tornado Warning" or a "Severe Thunderstorm Warning" is received or observed directly by the driver - Drivers will utilize their best judgment of what appropriate action to follow in view of the current weather conditions, and the following options are appropriate:
 - Evacuate students from the bus, move them away from the vehicle and deploy students in a ditch or other low or sheltered area (sit or lie down with head covered.)
 - Attempt to drive out of the path of the storm or tornado by driving away at right angles to it.
 - Seek refuge in any nearby available building of substantial size and appropriate construction characteristics (avoid building with large roof spans - churches, shopping centers, supermarkets, etc.)
5. Buses are on the road and proceeding with morning pick-up schedule when a "Tornado Warning" or "Severe Thunderstorm Warning" is received or the storm condition is observed by the driver - Drivers are to complete the remaining portion of the pick-up run if possible and then proceed as in #4.
6. Other circumstances of severe weather conditions not specifically covered in these procedures. Drivers will exercise their best judgment and act at their discretion under existing conditions.
7. In the event of a Paved Roads Only day the Buses will run AM and PM the same. Students living on gravel roads will be given a designated Stop with AM and PM times.

EMERGENCY CLOSING OF SCHOOL

There are many factors taken into consideration when the decision to close schools must be made because of inclement weather or other emergency situations. No matter what criteria are used to reach the decision and despite how carefully advance preparations are made, an emergency closing may inconvenience some people. Whatever decision is reached, it will not be satisfactory to everyone, but the safety of students is always the primary concern in any emergency closing.

Occasionally conditions allow the decision to be made well in advance of the next school day, but usually the decision is made during the early morning hours. Every effort is made to determine an emergency closing no later than 6:30 a.m., but there may be occasions when conditions don't permit that. However, as soon as an emergency closing is determined, the following radio and television stations are immediately notified.

RADIO AM	RADIO FM	TELEVISION
WBBL (1340)	WKLQ (107.3)	WWMT (Channel 3)
WOOD (1300)	WLAV (96.9)	WOOD (Channel 8)
WTKG (1230)	WTNR (94.5)	WOTV (Channel 41)
WNWZ (1410)	WHTS (105.3)	WZZM (Channel 13)
WGVU (1480)	WBCT (93.7)	WXMI (Channel 17)
WDSS (1680)	WBFX (101.3)	
WJNZ (1140)	WOOD (105.7)	
WKZO (590)	WSNX (104.5)	
WQSN (1660)	WGRD (97.9)	
	WLHT (95.7)	
	WVFM (106.5)	
	WFAT (96.5)	
	WBCH (100.1)	

If emergency situations arise or weather conditions deteriorate while classes are in session, the safety of students may require an early dismissal of school. In that event, it is important that students, particularly younger children, understand what to do and where to go if adults are not at their homes.

When school is closed because of weather or other conditions, evening classes and activities will also be cancelled. No media announcements will be made when schools are open as usual.

State law requires that schools provide a minimum number of days of school, so it may be necessary to reschedule the days that school was closed.

COMMUNITY AND STAFF WILL BE CONTACTED BY THE SCHOOL'S AUTOMATIC PHONE SYSTEM WHEN WE DELAY OR CANCEL SCHOOL.

DEDICATED TO



**THE SAFE TRANSPORTATION
OF ALL STUDENTS**

