

## **NR4K Bus Rules**

It is essential that all people involved in NR4K fulfill their responsibilities to ensure the safety and well-being of 4-year-olds riding the bus. Parents are encouraged to teach, support and reinforce the following bus rules.

### **Bus Rules**

1. Use inside voice
2. Stay seated
3. Keep backpacks closed
4. Be respectful
5. Be kind

## **NR4K Bus Conduct**

The NR4K School will follow a similar transportation policy and procedures as utilized by the School District (Policy 8600). Pertinent excerpts from the policy are as follows:

Transportation privileges may be revoked if the student's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

The first time a student is disciplined for bus conduct, the student receives a verbal warning from the bus driver.

If a student is written up on a Bus Conduct Report the following discipline plan will be followed:

First Offense	Written report to the school (Site contacts parent).
Second Offense	1 Day suspension from riding the bus.
Third Offense	3 Day suspension from riding the bus.
Fourth Offense	5 Day suspension from riding the bus.
Fifth Offense	Suspension of all bus privileges including field trips for the remainder of year. (Minimum of one semester)

Severity of the incident may result in adjusting the above outline. The NR4K Director reserves the right to take disciplinary action toward a student at his/her discretion.

**NR4K Bus "Drive Back"**

Bus drivers will be required to see the eyes of the individual assuming supervising control of the 4K student upon drop-off. If no one is visible and available to take the student, the driver will return the 4K student to their 4K site for wraparound care which will be the financial responsibility of the parent. Parents will be contacted for immediate parent pick-up by the site. The plan for addressing "drive back" occurrences will be as follows:

First Occurrence	1 day suspension from riding the bus
Second Occurrence	3 day suspension from riding the bus
Third Occurrence	Suspension of all bus privileges for the remainder of the year (Minimum of one semester)

**Bus Registration**

The bus registration form will be delivered to families at the time they learn of their child's site placement, typically the first Monday in August. Bus registration forms are due to the bus company by August 1st to assure transportation for your child at the start of school. Any registrations or "changes to bus requests" after August 1st may take up to two weeks to go into effect.

To use district bussing, a parent must fill out and sign a *Bus Transportation Form*, which may be found on the district website. Transportation data is entered into the district's database and made available to the bus company to determine bus routes.

In the event a family needs to change bus routes due to living in a new residence or a change in family dynamic, two weeks advance notification to the bus company is required. The bus company may be reached at 715-246-3261.

### **Picking Up and Dropping Off Students**

Your child's site will share arrival and departure times. Due to state licensing requirements sites are unable to keep your child longer than the designated class period. Some sites offer wraparound care for an additional fee.

Children will be released to their custodial parents only, unless a written note or telephone call is received prior to dismissal time.

### **The Bus Tag**

Each site has a defined shape for its bus tag. Site directors and staff provide students a "Bus Tag" at orientation or prior to the start of school. This tag is used to ensure a safe transfer and to communicate necessary information to the bus driver and hub paraprofessionals. It is a NR4K requirement that all 4K students utilizing transportation have a bus tag affixed to their backpack every day.

Each tag must include the student's first and last name, a parent/guardian phone number, and the phone number for the NR4K site the child attends. Each student's tag is specific to the child and his/her address for bus pick up/drop off and hub transfer. The colored sticker with a "S" identifies the bus color of the child's site at the Hub exchange. A colored sticker with an "H" identifies the bus color that will pick up and deliver the child to/from his/her home. Divorced or split family homes may require a second "H" sticker.

### **The "Hub" Exchange**

The bus company uses a Hub, or exchange location, to ensure timely and efficient transportation. The "Hub" is located at Starr Elementary School. All busses meet at the Hub and exchange children to get them on the bus that goes to the site where they attend NR4K. The Bus drivers and a "hub paraprofessionals" assist the children transferring to a different bus.

**Please note, to ensure student safety, students are not to be picked up or dropped off at the hub. Parents are asked to coordinate pick-up with their child's 4K site.**

## **5. TRANSPORTATION**

Transportation Procedures

Picking up and dropping off

The Bus Tag

The "Hub" Exchange

NR4K Bus Rules

NR4K Bus Conduct

NR4K Bus Drive Backs

Bus Registration

### **NR4K Transportation Procedures**

The New Richmond School District contracts bus transportation to transport children enrolled in the NR4K program and uses the following guidelines for transporting students:

- **Bus transportation must be to and from the child's primary home address for 4K attendance purposes only.**
  - **Bus transportation will not be provided for students going to or returning home from daycare. For example, the district will not allow a child to be picked up at home to attend an 8:00 am daycare session and dropped off at home after an afternoon 4K session.**
  - **Bus transportation will not be provided to any location other than the primary home address. Divorced or split families may list the two separate residences that are occupied by the parents.**
  - **Bus transportation will be provided to and from enrolled 4K sessions only. Students may not use bus transportation for wrap-around care.**
- The parent or individual supervising the student will be responsible for buckling and unbuckling the student inside the vehicle, if required.
- Students may ride only the bus in which they are assigned.
  - For example, if a child wants to invite a friend home after school, transportation is the responsibility of the parent.
- Round trip transportation is available to any qualified NR4K students enrolled in a full day 4k program through Head Start.

## 4K Bus Registration Form

Kobussen Busses LTD

785 Noble Rd, New Richmond WI 715.500.2147

**This form is due to the bus company by August 1<sup>st</sup> to assure ridership at the start of school**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

4K Site: \_\_\_\_\_ DOB: \_\_\_\_\_

Do parents live together or apart (circle one)? Together Apart

A.M or P.M transportation needed (circle one)? AM PM

House #1 ("H1") Home Address: \_\_\_\_\_

House #2 ("H2") Home Address (if applicable): \_\_\_\_\_

Parent Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relationship of person completing this form: \_\_\_\_\_

If your child will require transportation, please complete this section:

\*Please place an "X" below when bus transportation is needed for your child.

\*Split-family households may differentiate households by placing a "H1" for pick-up/drop-off at one home residence and "H2" for "second" home residence.

	M	T	W	TH	F
To Site	_____	_____	_____	_____	_____
Return Home	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_

Relationship of person completing this form: \_\_\_\_\_

### Important 4K bus transportation policy reminders:

\*The parent or individual supervising the student will be responsible for buckling and unbuckling the student inside the vehicle.

\*Bus transportation must be to and from the child's primary home address for 4K attendance purposes only.

\*Bus transportation will be provided to and from enrolled 4K sessions only.

**Please see the backside. Sign and date.**

\*Changes made after August 1st are not assured to go into effect until the second week of September.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Submit this document to the bus company.