

2017-2018

Clarion Area School District Transportation Handbook



Clarion Area District Office: 226-6110
Clarion Area High School: 226-8112
Clarion Area Elementary: 226-8118

TABLE OF CONTENTS

Bus Procedures & Rules.....	Page 3
Altering Your Transportation.....	Page 4
Student Discipline & Consequences	Page 4
Appendix A: Student Transportation Plan.....	Page 5
Appendix B: Bus Conduct Report.....	Page 6
Appendix C: Frequently Asked Questions.....	Page 7

Bus Procedures & Rules

Clarion Area School District provides transportation to the students of the Clarion Area with the understanding that acceptable behavior is expected. The following procedures and rules must be followed.

Procedures:

1. Be at your bus stop 5 minutes before your scheduled pick-up time.
2. Stand at least 10 feet from the road while waiting for the bus.
3. All students will enter and exit the bus from the main door unless directed otherwise.
4. Always cross in front of the bus, never behind it.
5. Remain seated at all times. The bus driver may select seat assignments.
6. Keep the aisle free from obstruction at all times.
7. If windows are opened during the bus ride, please close them before exiting the bus.
8. Students will be assigned to a bus roster; an individual is limited to one roster on the morning bus route and one roster on the afternoon bus route.
9. Students may converse with each other, but only in a quiet and respectful manner.
10. Students will respect others and their property.

Rules:

1. The driver of the bus is an authority figure, and as such, students will follow his or her directives at all times. The driver's direction will be followed on the bus, as would the direction of a teacher within the classroom. This includes assigning seats.
2. All school-related rules apply to all forms of school-provided transportation.
3. Food and/or open beverage containers are not permitted at any time.
4. Students must remain within the confines of the bus at all times.
5. Shouting, or gestures, out the window of the bus is prohibited.
6. Electronic devices may be used provided that:
 - a. Only school appropriate conduct/content is displayed
 - b. No external sound is used
 - c. No cameras or recording devices are permitted

Please be advised that only district approved and employed personnel are allowed to board a bus. It is unlawful for a parent/guardian or unauthorized individual to do so. Failure to comply with this regulation will result in the removal from the bus and will be reported immediately to the appropriate authorities.

The Clarion Area School District Board of School Directors authorizes the utilization of District owned video and audio recording equipment on school vehicles in accordance with Board Policy #810. Please be advised under Pennsylvania Wiretap Laws "it is unlawful to intercept or record a telephone call or conversation unless all parties to the conversation consent." This applies to students on our school buses.

Altering Your Transportation

Students will be required to submit a transportation plan that is limited to one (1) morning bus arrangement and one (1) afternoon bus arrangement. A student is no longer permitted to have inconsistent transportation plans; you must travel from one location each morning and return to one location each afternoon.

Transportation arrangements may be altered under the following conditions:

- A parent/guardian may choose to pick up a student at any time
- Change in residence
- Emergency situations as approved by the building principal

Student Discipline & Consequences

Riding the school bus provided by the Clarion Area School District is a privilege not a right. Bus privileges may be suspended at any time based on a student's conduct. Consequences for the violation of procedures and rules may include but are not limited to the following: after-school detention, lunch detention, recess detention, in-school suspension, out of school suspension, and bus suspension.

When a student receives a bus suspension, the parents or guardians must provide transportation to and from the school for the student, **if an absence occurs during the bus suspension the day will not fulfill the required suspension**. Bus suspensions will be progressive and will follow the procedures described below. However, if the nature of the offense warrants this procedure may be accelerated.

Bus suspension procedures:

1 st reported offense	Conference with student & warning
2 nd reported offense	1-day bus suspension
3 rd reported offense	3-day bus suspension
4 th reported offense	5-day bus suspension
5 th reported offense	10-day bus suspension
6th reported offense	Suspension for the remainder of the school year

Student offenses will be reported to the building principal using the Clarion Area School District Bus Conduct Report, Appendix B.

Appendix A
Clarion Area Elementary School
Student Transportation Plan

Please complete the following document to provide the Clarion Area School District with your child's transportation plan for the 2017-2018 school year. This information will be used as your child's daily schedule.

Student Name	
Grade and Teacher	
Parent/Guardian Name(s)	
Contact Number (s)	
Home Address	

Please complete the following schedule (circle or complete)

**Selecting "Walker" permits your student to leave the school premises and walk home without parent/guardian supervision.*

**Selecting "Parent Pick-up" requires an adult to enter the school building in the afternoon to pick up your student.*

Morning	Walker Parent Drop off Bus # _____ A.M. Bus Stop Location_____
Afternoon	Walker Parent Pick-up Bus # _____ P.M. Bus Stop Location_____

The following individuals are permitted to pick up my child and **must be prepared to show photo identification if requested.**

Individual's Name	Relation to Student	Phone Number

Parent Signature: _____

Date: _____

Appendix B
Clarion Area School District
Bus Conduct Report

Driver, Please complete Sections 1, 2 & 3

Section 1:

Bus Driver Name		Bus Number	
Student Name		Date of Incident	

Section 2 Violation:

- | | |
|---|---|
| <input type="checkbox"/> Violation of Safety Procedures | <input type="checkbox"/> Smoking or Using Tobacco |
| <input type="checkbox"/> Vandalism of Property | <input type="checkbox"/> Eating-Drinking-Littering |
| <input type="checkbox"/> Fighting-Pushing-Tripping | <input type="checkbox"/> Unacceptable Comments/Language |
| <input type="checkbox"/> Throwing Objects | <input type="checkbox"/> Other infraction |

Section 3 Written description of violation:

Administrative Sections

Action & Recommendations:

- | | |
|--|--|
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> Parent Contacted |
| <input type="checkbox"/> Consulted Counselor | <input type="checkbox"/> Student/Driver Conference |

Consequence:

- | | |
|---|---|
| <input type="checkbox"/> Warning Issued | <input type="checkbox"/> Detention |
| <input type="checkbox"/> Bus Suspension ____ Days | <input type="checkbox"/> Lunch Detention |
| <input type="checkbox"/> In-school suspension | <input type="checkbox"/> Recess Detention |
| <input type="checkbox"/> Out of school suspension | <input type="checkbox"/> Other _____ |

Appendix C

Frequently Asked Questions Concerning School Transportation

Q. Are school districts required to transport students?

A. No, Pennsylvania law does not require a school district to provide transportation to its students.

Q. May school districts suspend busing services for a child?

A. Yes, transportation is a privilege provided by a district, not a right, and it may be suspended.

Q. Why would a bus stop be moved or consolidated?

A. Routes and stops may be adjusted to improve efficiency or to address safety concerns.

Q. How long may a child be required to ride on a bus?

A. There is no time limit set by law or regulation.

Q. Can a district require my student walk to school?

A. Yes, the Commonwealth of PA has established a limit to this distance; 1.5 miles for elementary students and 2.0 miles for secondary students.

Q. How far may a child be asked to walk to a school bus stop?

A. The law allows a school district to ask a child, regardless of age, to walk up to 1.5 miles to a bus stop. This 1.5 miles is measured by public roads and does not include any private lane or walkway.