

## IMPORTANT PHONE NUMBERS

Transportation Department.....	725-4220
Central Administration.....	725-2861
Student Services.....	949-4513
Early Childhood Center.....	716-7862
Bloom Academy.....	725-6310
Aquatic Center.....	716-4623
Anchor Bay Web Site.....	<a href="http://www.anchorbay.misd.net">www.anchorbay.misd.net</a>

### Secondary Schools

Anchor Bay High School.....	648-2525
Anchor Bay Middle School North.....	725-7373
Anchor Bay Middle School South....	949-4510

### Elementary Schools

Ashley.....	725-2801
Naldrett.....	949-1212
Great Oaks....	725-2038
Lottie Schmidt...	725-7541
Maconce.....	725-0284
MacDonald....	727-0067
Sugarbush.....	598-7660
Lighthouse.....	725-6404

### **School Closing information**

Information will be posted on

Channel(s) 6  
2  
4  
7

WWJ 950 AM

Anchor Bay Web site

### **School Calendar 2006-2007 School Year**

Aug 29	First day of School ½ day
Sept 1 -4	Labor Day Recess
Sept. 5	School resumes
Nov. 22-24	Thanksgiving Recess
Dec. 22-Jan.2	Christmas Break
Jan. 3	School Resumes
Feb.19-23	Midwinter Break
Apr.6-Apr.13	Spring Break
Apr. 16	No School
May 28	Memorial Day – No School
May 29	School resumes
June 14	Last Day for Students - ½ day

## **Transportation Information & Facts**

The purpose of this handbook is to provide students, parents/guardians with general information about the Anchor Bay School District Transportation system. State of Michigan Public Act 187 of 1990, the Pupil Transportation Act outlines the law that all school districts follow. A copy of P.A. 187 is available for review during regular office hours in the Transportation Department. Anchor Bay School's transportation guidelines and safety rules are also included in this booklet

Anchor Bay Schools operates a bus fleet of over 47 general and special needs bus routes and transport almost 6000 students from pre-primary through 12<sup>th</sup>. Grade. We also provide transportation for the athletic department and field trips for all the schools on a daily basis. Our department operates over 283 daily bus runs and travels over 3292 miles a day.

Anchor Bay Schools is proud of its driver's; they are all professionally trained and attend inservices throughout the year as an educational update. We offer a Kindergarten safety program for our new riders to acquaint the new riders and their parents/guardians with the importance of School bus safety. Our students in all grades, yearly practice Emergency Evacuation Bus Drills at the schools.

Our professional mechanics are well trained and the fleet of buses within our district is State Police Inspected.

Anchor Bay Schools Transportation goal is to offer professional and excellence in Transportation.

### **A Message from the Pupil Transportation Department: Bus Stop Etiquette**

Students should be at the bus stop 5 minutes before scheduled pick up time. Earlier arrival may pose behavior problems as a result of lack of supervision. Parents are responsible getting their student to and from the bus stop

While waiting for the bus, students should remain in the assigned area. Congregating in unassigned areas, such as lawns or driveways or private property, may result in resident's complaints

Please take care not to litter while waiting and be considerate of resident and business property

Please keep noise to a minimum so as not to disturb area residents

For safety reasons, do not block driveways or park in such a way as to impede the bus as it continues on the route.

Law does not require transportation of regular education students to and from school. Please take the time to read the following pages and review them with your children in order to protect your transportation privileges.

School bus transportation is provided only for eligible students and shall be considered a **PRIVILEGE** to be enjoyed only as long as the students accept responsibility for their own personal conduct and carefully follow 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 Anchor Bay 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. State of Michigan guidelines states. Buses shall be visible in both directions when stopped (400 ft. visibility) and bus stops shall be at least 200 feet apart. Not all stops are door to door, High School, Middle Schools and Elementary stops are centrally located. Exception is made with Main road stops, but it may be required that students combine a stop so that the stops are a legal 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 allow for time cushion for bus arrival to the stop due to weather or traffic, this guideline will allow for a timely arrival to school for all students.

### **PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR CHILDREN'S BEHAVIOR AT THE BUS STOP UNTIL THE BUS ARRIVES.**

3. By state law, students **SHALL CROSS IN FRONT OF THE SCHOOL BUS.** They will receive instruction of correct crossing procedures by the bus driver. Anchor Bay drivers use a crossing paddle, which signals when it is safe for students to cross. Parents/Guardians please do not signal your child to cross, have them follow the bus driver's signal.

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

## **Transportation Department Responsibilities**

1. Establishing safe and legal bus stops for all bus routes
2. Establishing pupil regulations governing the behavior and safety of students while on the bus
3. Ensuring all students are guaranteed a safe ride to school
4. Ensuring all students are guaranteed not to be harassed or victims physical confrontations from other students
5. Conduct continuous training and updates for school bus drivers to ensure that all policies, procedures, regulations and their enforcement are understood
6. Ensure that parents receive written copies of transportation safety rules and regulations and have a clear understanding of their importance. Students will bring home a copy of the Bus Conduct report from school. If parents fail to receive their copy please contact the Transportation Office.
7. Initiate open lines of communication between parents/guardians, school administrators and bus drivers.
8. Notify the schools of late bus arrivals

## **Parent/Guardian Responsibilities**

1. Reinforce safe bus riding practices and clarify understanding of bus rules, policies, and regulations of school bus safety
2. Hold children accountable for appropriate behavior
3. Make certain that their children arrive to the bus stop on time and monitor their behavior at the bus stop.  
**PARENTS/GUARDIANS ARE RESPONSIBLE FOR THEIR CHILDREN GOING TO, FROM AND AT THE BUS STOP**
4. Provide alternative transportation for their students if oversized objects, live animals, sporting equipment, skateboards, roller skates/blades, balloons must be transported to or from school, or when a student's bus riding privileges are suspended
5. Will be held financially responsible for any damages resulting from vandalism to the bus
6. Have a family emergency plan if the student arrives home early or if parents/guardians are not present at the time of their arrival
7. Instruct their children of the rights and privileges of other students
8. Parental signature is required on bus conduct report if issued to student and signed copy returned to bus driver
9. Complete the Transportation Request form. We ask that this form be completed for students who require a bus ride and Alternate Bus Form (if needed).

## **Student Responsibilities**

1. Observe the **same conduct** as in the classroom
2. Stay seated at all times. Remain seated until the bus **STOPS COMPLETELY**
3. Cooperate with the driver. **Driver can assign seats**
4. Fighting or horseplay will **not** be tolerated. **HANDS OFF POLICY**
5. Be courteous to all, **no** inappropriate language or gestures
6. Keep the bus clean
7. You will be financially responsible for **any** damage you do to the bus
8. Keep head, hands, feet and other objects in the seat, **Not** in aisle or out the window
9. **Do Not** touch any bus mechanisms, or switches, supplies, including the emergency door or window.
10. **No** eating , drinking or smoking
11. Possessing illegal substances, weapons or obscene material is not permitted on the bus
12. Be on time at the bus stop Arrive 5 minutes prior to scheduled pickup
13. Realize that **ANY** driver distraction is potentially hazardous to the safety off all passengers
14. If riding home with another student, or getting off at a different bus stop, must have a note signed by the parent and school
15. Submit to parent bus conduct report if issued.
16. Be courteous to resident property and vehicles at the bus stop

**Bus conduct reports can be issued for any infraction to these rules**

## **Bus conduct rules are posted on every bus**

### **Bus Driver Responsibilities**

1. Provide safe and orderly transportation for students
2. Establish proper rapport with students, parent/guardians and building administrators and work to ensure proper conduct and communications
3. Establish and enforce reasonable bus rules in accordance with district policy and procedures. This includes teaching students rules for safe bus riding and street crossing
4. Follow bus route as given and keep to the scheduled time providing conditions allow
5. Pick up and discharge students only at their designated stops
6. Assign seats as necessary
7. Notify the office if the bus will be late in arriving to school
8. Check the bus from front to back to make sure all students are off and no articles remain after each run and after parking the bus
9. Document behavior issues with bus conduct report and turn into the transportation office
10. Build a positive relationship in regards to professional, ethical manners by honoring diversity, and meeting the physical and emotional needs of all passengers
11. Release special needs and kindergarten students only to assigned care givers
12. Keep the office updated on concerns regarding bus stops, and or student issues

### **Student Bus Stop Procedures**

Please review the 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 cars stop as required by state law, even when the red lights are flashing on school buses.

#### **When waiting to board the bus at the bus stop location:**

- Students must wait in a group at the designated bus stop at least 10 feet away from the edge of the roadway. Wait in an orderly fashion, no horseplay, and enter the bus single file after the bus comes to a complete stop. Do not charge the bus.
- If crossing the street, wait for the driver's signal (crossing paddle) and cross at least 10 giant steps away from the front of the bus. If the student drops something, tell the driver, **DO NOT** reach under the bus for any articles.
- Cross only in the front of the bus.
- Hang onto handrail when entering or exiting the bus.
- Go to assigned seat and remain seated facing forward until the bus arrives at the destination.
- Be courteous to resident property and vehicles at the bus stop

## **Bus Conduct Reporting Process**

Parents/Guardians will be notified of inappropriate behavior on the school bus in the form of a bus conduct report. Your child will bring home the bus conduct report for your signature, to be returned to the driver. Please help us to provide a safe transportation ride for all students by discussing appropriate bus behavior with your child and stress the importance of good conduct while on the school bus. Our buses are video camera equipped to assist the bus driver with behavior issues.

Students must understand that riding a school bus to school is a privilege. Bus suspensions do not mean suspension from school and may also include school suspensions. Parents/Guardians are responsible for transportation to and from school if bus-riding privileges are taken away.

Bus discipline is designed to be a progressive step process. Depending on the behavioral issue, bus discipline begins as a written verbal warning, and will progress to bus suspension for further infractions. Immediate bus suspension can begin with any involvement of fighting, bus vandalism or possession of illegal drug/weapons or cigarettes alcohol/liquor.

We ask that bus conduct reports be signed by parent/guardian to ensure that parents have reviewed the report with the student. Bus damages are to be paid in full before bus riding privileges are resumed.

Bus Conduct reporting that results in bus riding suspension may follow the student into the next school year.

## **Blossoming 4's, Developing 5's, Kindergarten and Special Needs Transportation**

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

1. Students must be ready 5 minutes before bus arrival time
2. Drivers will only release students to Parents or assigned care givers
3. If parents are not at home for student release, the office will contact the home by phone, if no answer the child will be returned to school
4. Drop off of students at child care arrangements, must be within home school boundary and 5 days a week
5. If after two (3) days and no contact has been made to the Transportation office, the bus will not return until notified by parents.
6. If the child is absent, contact the transportation office that no transportation is required
7. Notify the Transportation office of any address or phone number change
8. Special needs students, will be asked to fill out a "Special Needs Transportation Request" form regarding information on the student

# ANCHOR BAY SCHOOL DISTRICT



Pupil Transportation Handbook  
*Information for a  
Safe and Orderly  
Transportation System*

*2006-07 School Year*

Anchor Bay Schools  
Transportation Department

Receipt of Handbook and Bus Rider Information

*Pull out this page, complete requested information and return to your bus driver. Thank you*

Dear Parents/Guardians,

We are sending you this handbook in the interest of safety for your children. Riding the school bus is a privilege. Transportation of regular education students to and from school is not required by law. Students are expected to exercise proper conduct at all times on the bus. For the safety of all passengers and the driver, misconduct will not be tolerated. Students, who misbehave or place the bus or its passengers in jeopardy, will lose their bus privileges. Please review this important safety information with your children and sign the lower portion of this letter to indicate that you have received this information. Thank you in advance for your cooperation and support of safe pupil transportation.

Sincerely,

Bus Driver

We have received and reviewed the Anchor Bay School District Pupil Transportation Safe and Orderly Handbook

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Parent/Guardian signature

Date

Home Phone

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Student Name

School

Bus #

## **Bus Conduct Reporting Procedures**

### **Step 1.**

**Warning:** This communication is the drivers notification of a problem with the students behavior and notification to the parents/guardian. Depending on the severity of the first incident, recommendation for bus suspension is still possible at this level.

### **Step 2. Elementary riders Action**

This action is the level of response to a serious or chronic offense(s). The Transportation Department will submit the bus conduct report to the school with the recommendation of discipline action. The principal will assign the appropriate warning.

- (1) One (1) day
- (2) Three (3) days
- (3) Five (5) days
- (4) Ten (10) days
- (5) Suspension for the Remainder of the School Year

*This guideline is recommendation of days of suspension*

### **Step 2. Secondary riders Action**

- (1) Verbal Warning (to be determined based on the offense)
- (2) 5 days
- (3) 10 days
- (4) Suspension for the Remainder of the School Year ( *It is possible that transportation may be suspended into the following year based on the recommendation* )

## **Alternate Child Care Arrangements**

Forms for Alternate Child Care arrangements may be obtained from the school office or Transportation office. Any student getting on or off the bus daily at a stop that is not their home stop must have the form filled out by the Parent/Guardian. Transportation has up to (5) days after receiving the report to assign the bus stop.

Parents/Guardians if making child care arrangements, must follow these guidelines.

- **The child care arrangement must be within the same school's boundary**
- **The child care arrangement must be for all five (5) days a week**
- **The alternate stop must be an existing stop on the bus run**
- **The desired alternate bus run cannot be within 10% of load capacity**
- **If request is for a noon time kindergarten stop, the stop requested must be within the a.m./p.m. attendance for that school**
- **Transportation eligibility is determined by the student's home address**

Approved request will cause your child's assignment to change to the alternate address. If your child should need to change back to the home stop, you must contact the Transportation Department three (3) days prior to riding from the different stop